Date: dd/mm/yyyy

To,

The Visa Officer,

Deputy High Commission for the People's Republic of Bangladesh,

Mumbai.

Sub: Invitation letter for Mr. xxxxxx

Dear Sir/ Madam,

We would like to invite Mr. xxxxxxxxxxx- xxxxxxx (designation) of xxxxxxxxxxx (company name) to visit office for Business discussion from dd/mm/yyyy to dd/mm/yyyy. Following his passports details:

Name: Mr. xxxxxxxxxx

Passport No: Jxxxxxxxxx

Place of Issue: xxxxxxxx

Date of Issue: dd/mm/yyyy

Date of Expiry: dd/mm/yyyy

During his visit all the travel expenses will be borne by the company.

We would be grateful if you can grant him a business entry visa necessary period at earliest.

If you need any clarification please feel free contact to us.

Thanking you,

Best regards,

Xxxxxxxxxxx (Company name)

 Sign and Seal

Xxxxxxxxxxxx (Name of Inviter)

Xxxxxxxxxxx(designation)