

COVERING LETTER FROM SPONSOR COMPANY ON THEIR ORIGINAL LETTERHEAD.

Date:

To the Visa Officer,

Consulate General of Italy, Mumbai. (Addressing should be as per the Jurisdiction)

Dear Sir/Madam,

(Short introduction about company)

(about incentive trip)

(About destination and travel dates)

(Expenses clause: We ABC company will be taking full responsibility of their entire trip expenses like Accommodation, Insurance, Air ticket, Meal, sightseeing.)

(Guarantee: We guarantee that they will return to India after completion of this tour)

We have appointed XYZ tours and travels, (city name) of an official travel partner for this tour.

We authorized Mr. _____ from Visa World India for submitting applications and collecting passports from (visa application centre's name) on behalf of (your organisation name).

Requesting you to kindly consider and process necessary tourist application. We would be highly obliged if you could do the needful at your earliest.

Thanking You,

(Organisation name)

Sign

Signatory's name and designation

Company seal

NAMING LIST FORMAT:

SR. NO	GIVEN NAME	SURNAME	PASSPORT NO	DESIGNATION	DEP DATE	ARR DATE	JURISDICTION
1	MR. / MRS. ____						
2.							