

COVERING LETTER FROM TOUR 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, travel arrangements and travel dates)

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,

(Company 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.							