

To,

Executive Director
India ITME Society
Mumbai

Dear Sir,

Sub: Request for issuance of Visa Invitation letter for India ITME 2022

We would request you to kindly issue Visa Invitation Letter to Mr. /Ms. _____
_____ (Name and Designation) to
attend India ITME 2022 from 08th–13th Dec. 2022 at India Exposition Mart Ltd., Greater Noida,
Uttar Pradesh 201306, India.

Hereby, we confirm that he is a permanent employee/working with the company and company has sanctioned the said persons travel to India for business event India ITME 2022.

His details are confirmed by us as below

Name	
Designation	
Passport Number	
Purpose of Visit	
Duration of Stay	
Email id	
Contact Details	

We request you to kindly do the needful.

Thank you
For (Your Company Name)

Name:

Date:

Stamp: