

Covering Letter

(TO BE TYPED ON COMPANY'S LETTERHEAD)

The Secretary
**The Federation of Telangana
Chambers of Commerce & Industry**
Federation House,
11-6-841, P.B. No.14, Red Hills,
Hyderabad – 500 004.

Dear Sir,

This is to inform you that our, Mr. is planning to visit the following country on business tour for the period mentioned below. We request you to kindly issue us a recommendation letter addressed to the concerned authority for the issue of visa to Mr.....

S. No.	Country	Period of Tour	Office Of the Visa Officer
1.	-----	-----	-----

We are also enclosing the prescribed application form, duly filed in. We request you to kindly issue us the recommendation letter, as requested above, at the earliest.

Thanking you,

Yours faithfully,

Company Name

Signature

Name:

Designation:

Authorised to sign for member.

RUBBER STAMP OF THE COMPANY

FORM OF APPLICATION FOR RECOMMENDATION FOR ISSUE OF VISA
(TO BE TYPED ON COMPANY'S LETTERHEAD)

Date:

The Secretary
The Federation of Telangana
Chambers of Commerce & Industry,
Federation House, # 11-6-841,
Red Hills, P.B.No.14,
HYDERABAD-500 004.

Kindly issue a Visa recommendation letter as per the particulars specified below, at the earliest.

1. Name & Address of the Member (Organization) :
2. Business / Engaged in :
3. Name of the person who is proceeding
On business visit. :
4. Country/Countries proposed to be visited :
5. Designation/position of the person
Proceeding on behalf of the member. :
(The word "Representative" is not to be
Taken as a designation and will not be
Accepted. The specific designation and
Position in the firm/company must be stated)
6. Purpose of the visit :
7. To whom the recommendation is be addressed,
(Ambassador/High Commissioner at New Delhi/
Consul-General at Mumbai/Chennai)
- 8. Passport No. & Date of issue :**
(Photocopy of the Passport should be enclosed)
- 9. Invitation Letter (should be enclosed)**
- 10. FTCCI Membership No. :**
11. Permanent residential address in A.P. of person
In whose name recommendation is requested. :
12. **Specimen signature of the person proceeding
On business tour. :**

We hereby certify that all the aforementioned information is true and correct; further, we hereby indemnify the Federation and its Officials against all claims and demands that may at any time be made against FTCCI/FTCCI officials by the reason of issuing Visa Recommendation Letter.

Signature

Name:

Designation:

Authorised to sign for member.

RUBBER STAMP OF THE COMPANY