

### Instructions for preparing an ideal Recommendation Letter

- I. Only original is acceptable.
- II. The letter should be printed on A4-sized paper on the official company letterhead. Letterhead must mention company address and official logo/stamp.
- III. Content of the letter must include below details:
  - i. The date of the letter issued.
  - ii. Letter to be addressed to: The letter must be addressed to the Visa Section, Consulate General of India, 26/F United Centre, 95 Queensway, Admiralty, Hong Kong
  - iii. Subject line: Recommendation letter for a Business visa for (*name of the applicant*)
  - iv. Body of the letter: Must contain the following details –
    - a) Brief profile of the company in a small paragraph covering basic details of business conducted in Hong Kong or worldwide.
    - b) Brief description of the applicant's occupational profile as well as personal details, including the full name, passport details, etc.
    - c) Details about the specific purpose of the trip along with the exact travel dates (entry as well as exit). The details should also mention why the concerned applicant is needed to travel for this purpose.
    - d) The name of the Indian company and its address along with the contact person where the applicant is going to visit.
    - e) Other regular details about the accommodation and living expense as to who will bear the expenses, guarantee that the person would abide by the local laws & regulations when visiting India, and return on schedule, etc.
    - f) The letter should also specify why the company is requesting for a multiple entry visa wherever possible and specify probable dates of travel in the future.
  - v. The closing should contain the name, designation and contact details of the person authorized to prepare this letter.
  - vi. Please note that this recommendation letter must also include a copy of the Business Registration Certificate of the company. In case the company profile is not mentioned on the recommendation letter, a separate letter mentioning the company profile in detail must be provided. The profile should come on the company letterhead and not more than one paragraph with about 2/3 sentences about the existence of the Hong Kong office and the nature of business activities carried out.

Please have a look at a simple format below for preparing a Business recommendation letter.

**This letter must be printed on the company letterhead. Letterhead must have company's name and logo along with the address and other details.**

Date: *(Please mention the date of preparation of this letter)*

To,  
Visa Section,  
Consulate General of India,  
26/F United Centre,  
95 Queensway,  
Admiralty, Hong Kong

Subject: Recommendation letter for a business visa for *(Mr. /Ms. Name of the applicant)*

Dear Sir/Madam,

Kindly issue a business visa for the below mentioned individual:

Name of the applicant:  
Nationality:  
Passport Number:  
Passport expiry date:

Applicant profile: *(Designation and department of the applicant)*

Company profile: *(A brief description of the company profile giving details of the nature of activities of the company as well as the existence of the Hong Kong office)*

Purpose of travel: *(Please mention here in brief why the applicant needs to travel to India on a business visa).*

Dates of travel: *(Please mention the date of travel to India as well as the date of return. Tentative future dates of travel may also be entered here in case of multiple entries).*

Name of the Indian company and contact person: *(Please provide details of the Indian client along with the name, telephone number and address of the contact person in India).*

Declaration: Declaration regarding other regular details about the accommodation and living expense as to who will bear the expenses, guarantee that the person would abide by the local laws & regulations when visiting India, and return on schedule, etc.

Closing:

Regards,

*(To be signed by the person authorized to prepare this letter. This should also include the name, designation and contact details of the person).*

*(Please do not forget to include a copy of the Business Registration certificate of the company in Hong Kong. In case the company profile is not mentioned on the recommendation letter, a separate letter mentioning the company profile in detail must be provided. The profile should come on the company letterhead and not more than one paragraph with about 2/3 sentences about the existence of the Hong Kong office and the nature of business activities carried out.)*