

REQUEST LETTER

Date:

The President  
KCCI, Mangaluru.

Sir,

Sub: Recommendation letter for our \_\_\_\_\_ (Name of the Person),  
\_\_\_\_\_ (Designation) for Multiple Entry Visa application for  
\_\_\_\_\_ (Country)

Ref: Our Membership No./GSTIN/Firm PAN# \_\_\_\_\_

Mr//Mrs./Ms.. \_\_\_\_\_ (Name) \_\_\_\_\_  
(Designation) of our Company with Employee No./PAN/UAN/ \_\_\_\_\_ desires to visit  
\_\_\_\_\_ (Country) in the month of \_\_\_\_\_ 20 for business purposes.

We would be most grateful if you can recommend a Single/Multiple Entry Visa for travel  
beginning \_\_\_\_\_ (Date)

His/Her details are as follows:

1. First Name :
2. Last Name :
3. Date of Birth :
4. Passport No :
5. Date of Issue :
6. Date of Expiry :
7. Email ID:
8. Contact Details : Tel No. \_\_\_\_\_ Cell No. \_\_\_\_\_

We certify that the person listed is a full time employee of our Company.

Please do the needful by issuing a recommendation letter.

Thanking you

Yours faithfully,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Signature)  
\_\_\_\_\_  
\_\_\_\_\_ (Name of the Nominee)  
\_\_\_\_\_  
\_\_\_\_\_ (Designation)  
\_\_\_\_\_  
\_\_\_\_\_ (Name of Organisation)

**Note:**

- a. All the applications for Visa Recommendation should be accompanied with Passport Copy and proof of employment of more than 6 months of the concerned person travelling abroad.
- b. Only active Members (firm/individual) of Kanara Chamber of Commerce & Industry of more than 3 months may request for Visa Recommendation.
- c. Meeting all the above requirements does not necessarily mean that the visa recommendation letter will be issued by Kanara Chamber of Commerce & Industry automatically. Kanara Chamber of Commerce & Industry has the right to reject any request without specifying the reason.