

{{DD-MM-YY}}

To,

The Visa Officer,

Consulate General of the United States of America, Chennai Re: Issuance of Business Visa

Visa requested for: {{Employee Name }}Designation: {{XYZ}} , Department Passport Number: {{XYZ}}

Duration: {{DD-MM-YY - DD-MM-YY}}

Purpose of Visit: XYZ (like- Business Meeting)

Dear Sir / Madam,

This is to certify that {{Employee Name}} with Emp ID- {{STI0XYZ}} is an employee of Symphony Talent India Private Limited from {{DD-MM-YY }}to till date. In his/her current role, he/she is designated as {{XYZ}} .

He/she is travelling to {{XYZ}} for a period of one Week -{{ DD-MM-YY - DD-MM-YY}} on a business trip for the official meetings.

During this trip, all expenses pertaining to his/her travel would be borne by the company.

This letter is issued to {{XYZ}} for Visa purposes.

*For* Symphony Talent India Pvt Ltd Sincerely,

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Parul Arora

Vice President – People Success

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**CIN: U72900KA2017FTC104708** **Website: www.symphonytalent.com**