To, {{field\_Today\_Date(DD-MM-YYYY)}}  
The Consular General of {{field\_Destination\_Country\_name}},   
Sub: **Request letter for granting of {{field\_Destination\_Country\_name}} Business Visa.**Dear Sir/Madam,

**About Company Name:** **Probotix Control System India Pvt. Ltd**. Having registered address at Plot No. 4/8, First Floor, Sector-10, PCNTDA, Near Times of India, Bhosari, Pune- 411026 Maharashtra, India, provides manufacturing automation and system integration services for industry. PCS Controls automation engineers program automation controllers, including PLCs (Programmable Logic Controllers), PACs (Programmable Automation Controllers), and their corresponding interfaces (HMIs). They program and configure automation equipment, including motion controllers (motors, servos), robots, machine vision cameras, and other measurement equipment.

**About the applicant:****{{field\_Emp\_name(Mr. Full Name))}}** is a **Controls Engineer** at **Probotix Control System India Pvt. Ltd**., Plot No. 4/8, First Floor, Sector-10, PCNTDA, Near Times of India, Bhosari, Pune- 411026 Maharashtra, India, since November 05, 2025. His details are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name as per the Passport** | **Passport Number** | **Date of Birth** | **Date of Issue** | **Date of Expiry** |
| {{field\_Emp\_name}} | {{field\_Passport\_Number}} | {{field\_Date\_Of\_Birth(dd-mmm-yyyy)}} | {{field\_Date\_Of\_Issue(dd-mmm-yyyy)}} | {{field\_Date\_Of\_Expiry(dd-mmm-yyyy)}} |

**Purpose of travel:** Business Meetings **Duration of travel: {{field\_Travel\_Duration(In Weeks)}}  
  
Location of travel:** {{field\_Travel\_Location\_Address}}

**SPONSORSHIP:** Probotix Control System India Pvt. Ltd, India, will sponsor all expenses related to his travel. These expenses will not be limited to Air tickets, stays, etc., but the entire trip will be sponsored.

**{{field\_Emp\_Name(Mr. First Name)}}** will be staying at the address below during his visit to Germany.  
  
**Accommodation Address:** {{field\_Hotel/Accomodation\_Address}}

**Assurance:** We assure you that **{{field\_Emp\_name(Mr. First Name)}}** will be attending the Business Meetings and return to India. He will also follow the PANDEMIC Guidelines as defined.   
  
I would appreciate your consideration for the above application. Should you have any questions, please contact me at +91-8237340744 or email me at ajaykumarj@pcscontrols.in.

Regards,

Ajaykumar Jadhav.