

**<ON HOST COMPANY LETTER – HEAD>**

**<DD MM YYYY>**

To,  
The Visa officer,  
The Embassy of Costa Rica,  
New Delhi, India

Dear Sir/Madam

**Subject: Application for issuance of Multiple Entry Business visa**

We are writing in support of the Business visa application of **<Applicants Name as per Passport>**, who holds the position of a **<Job Title>** with **<Indian Entity Full Name>** in **<Home Office Location>**.

**<Applicants Name as per passport>** holder of India Passport No. **<A000000>** is required to attend series of business meetings in the offices of **<Host office name>**, **<Country Name>** for the next one year and each visit would not be exceeding for more than 30 days. The first visit would be during the period from **<DD-MM-YYYY>** to **<DD-MM-YYYY>**. Accordingly, we would appreciate you granting **<Applicants Name as per passport>** a multiple business visa. While in **<Country Name>**, **<Applicants Name as per passport>** will be contacting **<Host Country Inviting person name>**, **<Job Title>**, **<Host office name>**, **<contact details>**.

Meeting's Agenda

- 1)Sharing knowledge about Workflows, Gen AI with Client Paramount and how helpful it would be for their business, as the whole world is moving to AI and adapting it soon would be better for Organization.
- 2)Demonstrating Modules of AI and Machine learning penetration in the tech stack of Client Paramount's organization will achieve accurate data of their business.
- 3)Presenting the work LTIM has done for global clients helping them in competing with their competitors by updating their technology with the latest in the market and with domain expertise that LTIM possess.
- 4)The OLD legacy system that Paramount is handling needs to be upgraded to see which latest tech stack will suit their business and how cost effective it would be.

During his/her stay in **<Country Name>** **< Applicants Name as per passport >** will continue to be employed with, report to and receive compensation from **<Indian Entity Full Name>**. He/she will receive no other compensation or fees from **<Host Country Inviting company>**

**Name**> entity for his/her participation in these meetings, and he/she will return to his/her normal duties in India upon completion of his/her Business visit.

< **Indian Entity Full Name**>, India guarantees the expense of such trips including return airfares to India. < **Applicants Name as per passport** > is also covered by company's health insurance with <Insurance company name> Policy on a worldwide basis.

We request you to kindly issue him/her a business visa.

Yours truly,

Authorized Signatory <<designation, company seal, contact details and signature>>