

From

Ratnakaram Sai Jaya Chandra Raju

Door no: 5-29, 4th Road, Anantapur, Andhra Pradesh, India, PIN: 515004

Cell: +91 6303104071, 7093748905

To

The Visa officer,

Embassy of Costa Rica,

New Delhi, India

Sub: - Request for processing Business Visa for the travel to Costa Rica

Sir/Madam,

I, Ratnakaram Sai Jaya Chandra Raju having passport number V9445534 is currently being employed by LTIMindtree as a Software Engineer since Sep 02, 2022, would like to apply for Business Visa for the travel to Costa Rica. I will be traveling to Costa Rica for Business Meetings & Internal Discussions from 30th May 2025 to 28th Jun 2025 Expenses during the entire visit shall be borne by LTIMindtree.

My Details are mentioned below

Given Name in passport: Sai Jaya Chandra Raju

Surname in the passport: Ratnakaram

Passport number: V9445534

Please grant me the necessary visa to travel to Costa Rica from 30th May 2025 to 28th Jun 2025. If you need any further clarification, please do not hesitate to contact me at +91 6303104071.

Thank you for your kind assistance in this matter.

Yours Sincerely,

Ratnakaram Sai Jaya Chandra Raju

Contact no: +91 6303104071

Email id: sai1999ratnakaram@gmail.com