

(To be sent on company's letter head)

To

Manager  
India Trade Promotion Organisation  
Pragati Bhawan, Pragati Maidan  
New Delhi

Subject: Invitation Letter for Colombia Business Visa

Respected Sir,

Our company **(company's name with full address)** will participate in the Feria Del Hogar / Home Fair, 2016, which is scheduled to be held from September 1-18, 2016 the city of Bogota, Colombia. Our stand number is **(to be mentioned)** at Pavilion 03 (Level 01) of CORFERIAS.

For the same, we kindly request your company issue the corresponding visa invitation Letter in order to obtain the Visa for Colombia for the below mentioned employees who will be attending and participating in the event on our company's behalf:

Participant's Name	Job Title/ Position	Passport Number

Kindly note that during the entire visit to Colombia, our company will be responsible for all the expenses related to airfares and lodging of the above mentioned personnel. Whereby guarantee that they will obey local laws and rules and will leave Colombia on time before expiry date of the visa.

Thanking you,

Yours sincerely

(Signature with stamp)