

FORMAT FOR CORPORATE HOUSE - EMPLOYEES

Date:

To
The Consulate General of Italy
Kanchanjunga, 72 G. Deshmukh Marg,
Mumbai

Dear Sir/Madam,

Ref: ISSUANCE OF GROUP TOURIST VISA

We, at (Name of the Corporate House) state that the following passengers are booked on a package Tour of (Europe or Italy to be specified) with (the name of the agency) as **employee of our own company.**

SPECIFY the following:

- FLIGHT DETAILS
- ITINERARY
- DATES
- HOTELS

Name of the Passengers	Date of birth	Passport No.
1)		
2)		
3)		
n)		

We hereby declare that the tour payment has been made by us (Name of the Corporate) to the above mentioned Tour Operator (mentioning the name) and the said passengers will be traveling with a confirmed air ticket and Overseas Mediclaim Policy for their complete stay in (Europe or Italy to be specified).

(Name of the Corporate) is aware that in case the passenger/s fail to return back to India, (Name of the Corporate) will be held responsible and will therefore be blacklisted and will be debarred from submitting any further visa documents at the Consulate General of Italy.

On return from the tour (Name of the Corporate House) will collect the passports of all the participants and submit them to the Consulate General of Italy, within one day of their return from the tour, for verification of the same.

Thanking you,

Signature