

## Sample Letter of Approval

Embassy of India  
Buitenrustweg 2  
2517 KD 's Gravenhage

Date [current date]

We [enter company name or name school / university] hereby declare that [given names, surname and date of birth applicant] [select one: is employed by our company / studies] [select one: in the position of [job title] / name study] as of [enter starting date current job / study] and will be traveling to India from [date of entry] until [date of departure] for tourist purposes.

For this reason vacation time was requested and granted by the [select one: company / school / university].

With kind regards,

[signature]

[Signee's name and jobtitle]