

To,

Consulate of Malta

N60, Panchsheel Park North,
Panchsheel Park, New Delhi, Delhi
110017, India

Mar 29, 2023

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Subject: Approval of my Business Visa with Maltese Consulate

Dear Sir/Madam,

I would like to visit Malta for business between Oct 16, 2023 and Oct 20, 2023 .

Travel Purpose: Business meet

As India citizen, I need to get a Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- **Oct 16, 2023 : Choose a format**
- **Oct 17, 2023 : Create a preliminary agenda**
- **Oct 18, 2023 : Set and fill roles**
- **Oct 19, 2023 : Solicit advice and opinions**
- **Oct 20, 2023 : Finalize the agenda and send out resources**

I am currently working at A&A Pvt Ltd as CEO I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Maltese consulate website.

Please find enclosed the following documents to support my Business Visa application :

- **Proof of a healthy business relationship between my company and the inviting company**
- **Original and copy of my passport with minimum 6 months validity**
- **My latest ITR which have been filed till date**

- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Proof of my leave approval from my employer
- Proof of Invitation from my host
- Attested bank statement of last 6 months
- Photos as per visa specification
- Duly filled visa application form
- My employment contract
- Invitation letter from the inviting company in your country.
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Hotel bookings made for this trip.

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Mar 29, 2023

(Hari)

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