

Infosys

B-1 Invitation Letter

Date:

Name of the SBU Head
Senior Vice President
Infosys Technologies Ltd.
Bangalore - 561 229



Dear,

We are glad to award..... project to Infosys Technologies Limited, Bangalore.

In this connection, we would like Mr. / Ms. to visit our facility at(city),(state), starting from..... 2002. During this visit, he will be involved in We anticipate that this exercise would be completed in about 4-6 weeks.

Will you therefore, arrange through the US consulate for the necessary travel documents for Mr. / Ms This project is highly critical and will require him/her to be at our facility starting from

We look forward to receiving your confirmation to enable us to make necessary arrangements for the visit of Mr. / Ms.

With best regards,

Signature with title



Infosys

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Do's

* Consultant - Instead of this, you may use the Project Leader / Module Leader / Project Co-ordinator, etc., but don't use the terms like Programmer Analyst, Programmer, etc.,

* Purpose - Please mention purpose like: business discussions, meetings, requirement analysis, requirement study, training, etc.

To the extent possible justify the period of stay. It would be more advantageous if details are given.

Don'ts

Kindly make sure that the duration of the trip mentioned in the invite letter **should not exceed BEYOND 4-6 weeks** at any point of time

Do not mention activities like implementation, design & testing, consulting etc., which sound like work.

Also do not use words like, work, activity, etc., in the invitation letter. **DO NOT TELL THEM YOUR WORKING.** Speak little English.

Please do not mention anything about the contract rates as you are on a B-1 Visa

Basically, the letter should have:

- a) association with Infosys (awarding some project)
- b) purpose of the visit of our employee name(s) should be mentioned
- c) duration
- d) start date
- e) request for visa
- f) arrangements made to receive our employee & confirmation