**(In Company Letter Head)**

**To, Date:XX/XX/XXXX
THE CONSULATE GENERAL OF CHINA,
MUMBAI.**

Dear Sir,
Sub: Visa request for Mr. SuhasDonthi Manjunatha.

          We wish to bring to your kind notice that Mr. SuhasDonthi Manjunatha, **President and CEO** of our company which is **established on 21st day of March 2007** is the manufacturer of Solar Photovoltaic Modules, is visiting Zhuhai Hongjun New Energy Co., Ltd, No.333, Fumao Road, Fushan Industrial Park, Doumen District, Zhuhai, Guangdong, China from **10/11/2024 To 12/11/2024**.  He is visiting the above said company for business meetings and discussions on potential collaboration opportunities.  Hence, we request your good selves to kindly grant him **multiple** entry visa as he will need to visit on many occasions.

     The details of the President and CEO who requires visa:

**Name: Suhas Donthi Manjunatha,
Designation: President and CEO
Passport No.:  Z5885522
Date of Birth: 02/06/1995
Date of Expiry: 15/01/2030**

**Inviting Company**: Zhuhai Hongjun New Energy Co., Ltd, China.

 **Emmvee Photovoltaic Power Private Limited** is a pioneering **solar PV manufacturer** with **over 32 years of experience** in the renewable energy sector, **We have about 2,000 employees working in the company.**

          The completed visa application forms along with required documents for Mr. SuhasDonthi Manjunatha is being submitted to you for necessary action.  All expense incurred by him during his stay in China including Boarding, Lodging and Travel will be borne by the company and he holds an international Debit and credit cards.  We request you once again to kindly process the same and grant him visa at the earliest and oblige.

Thanking you in anticipation,
Yours Faithfully,
For Emmvee Photovoltaic Power Pvt Ltd,

**(JAYAPRAKASH K),**
GM – MD Secretarial**.**

For (Company’s name)

(Name) (Designation)

**Mobile #**

**Email ID**

**Company Round Seal**

 **( those are in bold letters are mandatory)**