

SAMPLE OF INVITATION LETTER

Words in Bold are mandatory information only

Invitee Company Name (English & Chinese)

Invitee Company Address, Contact No., Email Id.

Issue Date

To: Embassy of the People's Republic of China, Delhi, India

LETTER OF INVITATION

Subject: Application for (CATEGORY) with Number of Entries (SINGLE/DOUBLE/MULTIPLE ENTRY)

Dear Sir,

We have invited **Name of the Applicant** to The People's Republic of China for **Detailed Visiting Purpose** between from **YYYY MM DD** to **YYYY MM DD**, for **duration of stay**, further information related to visit.

Applicant's Details are as follows:

Name: **As per Passport**

Date of Birth: **DD MM YYYY**

Gender: **XXXX**

Passport No: **XXXXXXXXXX**

Issue date: **DD MM YYYY**

Date of Expiry: **DD MM YYYY**

Place of Issue: **As per Passport**

Nationality: **XXXXXXX**

Furthermore we confirm that **Applicant's Name** expenses incurred in China will be borne by **Name of the organization/personal**.

Thank you in advance for your assistance.

Yours Sincerely,

Invitee Official Name to be printed in Chinese character (Spelling is optional)

Invitee Designation

Signature of the Invitee in Chinese with issue date (Mandatory if Chinese National) should be on the Stamp of the Company (Official Round or Oval Stamps must be clear)