

# SAMPLE OF INVITATION LETTER

Invitee Company Name (English and Chinese both)

Invitee Company address, Contact no., Email ID

Issue Date:

To: Embassy of 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 **People's Republic of China** for **Detailed Visiting Purpose** between **YYYY. MM .DD** to **YYYY.MM.DD** for **duration of stay, further information related to visit.**

**Applicant Details is as follows**

Name: **As per passport**

Date of Birth: **DD.MM.YYYY**

Gender: **XXXX**

Passport Number: **XXXXXX**

Issue date: **DD.MM.YYYY**

Expiry Date: **DD.MM.YYYY**

Place of Issue: **XXXXXX**

Nationality: **XXXXXX**

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

Thank you in advance for your assistance

Yours Sincerely,

..... <Invitee name in English and Chinese both >

.....<Invitee Designation in English and Chinese both >

.....<Signature must be in Chinese should be on half on the stamp and half on letter with handwritten issued date mentioned on it >

<Round / oval official stamp>

