

SAMPLE OF INVITATION LETTER

Invitee Company Name (English & Chinese)

Invitee Company Address, Contact No., Email Id.

Issue Date

To: Consulate General of People's Republic of China, Kolkata, 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 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: XXXXXXXXX

Issue date: DD MM YYYY

Date of Expiry: DD MM YYYY

Place of Issue: As per Passport

Nationality: XXXXXXXX

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

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)