

## 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, Mumbai, 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)**