

**SAMPLE OF INVITATION LETTER**  
**Invitee Company Name (English & Chinese)**

Invitee Company Address, Contact No., Email Id.

Issue Date

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

**LETTER OF INVITATION**

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)**