

Sample: Dispatch Letter

派遣函模板

The letter should be printed on the company letter head.

请采用含公司抬头的公文信笺..

Only Original will be accepted, email/scan or fax will not be accepted

派遣函必须是原件,不接受邮件,扫描或传真方式的信函.

The date of the letter issued

派遣函签发日期.

To

Visa Officer,

Indian Consulate-Shanghai, China

致印度驻上海总领事馆

Sub: Dispatch Letter for (Name of the applicant and his designation)

主题:xx 申请人的派遣函(含申请人的名字和职位)

Dear Sir,

Company profile: Please briefly explain about the company in China and the products you are dealing in.

中方公司的简介: 请简单的介绍中方公司在中国的概况和经营的产品。

We are invited by

The name of the Indian company and its address where the applicant is going to visit.

我们被某某印度公司邀请去参观(请指名印度公司名和地址)

Applicants personal detail including the full name, passport number, designation in China, salary etc.

申请人的个人详情需包括拼音全名,护照号.职务,薪资等.

Purpose of the visit of applicant in detail mentioning their work schedule and profile while in India.

具体说明申请人的访问目的和具体在印度的工作内容。

How long will the applicant stay in India and when will s/he come back to China.

访问起止日期

Details about the accommodation and living expense (who will be the expense sponsor, guarantee that the person whole abide by the local laws and regulations when visiting India and return on schedule.) 访问印度期间的费用情况,如公司是否承担该行程的费用,并且保证申请人在印度会遵守当地的法律法规和按时回国等)

Thanking you.谢谢.

Signature 签名(公司负责人或派遣者的亲笔签名 )

Print Name 签字人的打印名字(拼音)

Designation 签字人的职位

Company address and contact numbers in case the same is not mentioned on the letter head.

如果没有公司抬头信笺需注明公司地址和联系电话.

Stamp of the Chinese company.

中方公司的原件公章