

Sample: Invitation Letter

邀请函模板

The letter should be printed on the company letterhead.

请采用含公司抬头的公文信笺..

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

只接受来自印度的原件或传真,不接受邮件或扫描方式的信函.

The date of the letter issued

邀请函签发日期.

To

Visa Officer,

Indian Consulate-Shanghai, China

致印度驻上海总领馆

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

主题:xx 申请人的邀请信(含申请人的名字和职位)

Dear Sir,

Inviting Company Profile: Please briefly explain about the inviting company and the products you are dealing in.

印度邀请公司的简介: 请简单的介绍印度公司的概况和经营的产品。

We are pleased to invite:

我们很高兴的邀请:

Applicant's passport data, such as full name of the applicant, passport number, etc

申请人的护照信息, 如: 申请人的全名, 护照号等等。

Applicant's occupation and name of the company located in China

申请人的职位和所在中国公司的名称

Purpose of the visit in detail mentioning their work schedule.

具体描述访问的目的和行程安排。

Name of the Indian company and its location where the person is going to visit.

印度邀请方的公司名和地址。

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

申请人在印度的访问期限.

Thanking you.谢谢.

For (India company name) 印度公司名

Signature 签名(印方负责人的亲笔签名)

Print Name 签名人的打印全名

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.