

## **Instruction of Invitation Letter**

### **邀请函的内容及格式要求**

- I. The letter should be printed on proper paper with company letterhead.  
请采用含公司抬头的公文信笺
- II. Only Fax from India or original is acceptable.  
只接受来自印度的传真件或原件
- III. Content of the letter must include below details, 邀请函的内容应涵盖以下事项:
  - i. The date of the letter issued 邀请函签发日期
  - ii. Attention to whom: The name and address of the person/institution being invited 被邀请人的姓名及地址
  - iii. Body of the letter 正文内容:
    - ✓ Applicant's passport data, such as full name of the applicant, passport number, etc. 签证申请人的姓名、护照号码等护照信息
    - ✓ Applicant's occupation and name of the company located in China. 签证申请人的职位、所在的中方公司名称
    - ✓ Specific purpose of the trip. 具体的出行目的
    - ✓ Name of the Indian company and its location where the person is going to visit. 印度邀请方的公司名号、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
  - iv. The closing 落款:
    - ✓ Signature of the principal (the person who execute the invitation must sign on the letter) 印方负责人的亲笔签名
    - ✓ Name of the principal 印方负责人的全名
    - ✓ Title / Occupation of the principal 印方负责人的职位
    - ✓ Company name 印方公司名
    - ✓ Company address and contact numbers in case the same is not mentioned on letter head  
公司地址、电话（该项若在抬头纸上有所述，可在落款处省略）