

Sample: Dispatch letter

company

letter head: **ABC**

爱比斯

Consulate General of India

1008 Shanghai International Trade Center, Shanghai, China

Tel: 021-12345678

Fax: 021-12345678

Date:

00/00/00

Dear Sir or Madam:

As being invited of "BAC" (company name) of India, the following person of "ABC (shanghai) co., Ltd", will go to India during 00/00/00 to 00/00/00. The purpose of this visit is for further discussion on business development and cooperation plan. His/Her detail information is as follows:

Name

Passport No.

Occupation

Wang XX

G1234578

Manager

All costs, including medical insurance occurred during this trip will be covered by "ABC (shanghai) co., Ltd", and we guarantee that during this trip, he will comply with local laws and regulation, also be back as scheduled. It will be grateful if you issue his/her visa as soon as possible!

Yours faithfully

Signature

Zhang XX

Print Name

General

Manager **Designation**

Stamp

ABC (shanghai) Co., Ltd
斯 有限公司

上海爱比

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