

# Sample: Invitation Letter

Company

Letter head: **BAC**

(Fax or original only, No email/ Scan will be accepted)

00/00/00

To

Visa Officer

Indian Consulate

China

Dear Sir,

Sub: Letter of Invitation for Mr. Zhang xx-Technical Director Asia

We are pleased to invite Mr. Zhang xx(name)-Technical Director Asia (designation), ABC (shanghai) co., Ltd, No.123 XuJiaHui Rd, Shanghai , 200023, China, for a business visit to BAC India from 00/00/00 to 00/00/00

As Mr. Zhang xx will be frequently visiting India for business purposes, you are kindly requested to grant him a single entry visa for 2 month (duration of your stay)Personal details as follows:

Name of the passport Holder: Zhang xx

Passport No: G1234578

Expiry date: 00/00/00

Thank You,

For BAC India company Ltd                      **company name**

**Signature**

Mike Shael    **Print name**

Operations Director                                **Designation**

**BAC India Company Ltd** - company details

1223 xxx RD INDIA

Tel: 91-xxx Fax: 91-xxxxxx

Web site: www.BAC.com