



Name of the inviting company

(Address and contact information etc.)

The content of an invitation letter should include at least the following information:

- Brief instruction of the inviting company and the relationship between the inviting company and the invitee (supplier, partner...)
- Personal information of the invitee-the visa applicant (full name, gender, date of birth, passport number ...)
- Details of the planned visit (purpose, place to visit, starting date and end date of the visit, financial supporting information...)
- Other necessary information

Name of the inviter

Signature of the inviter

Position of the inviter

Contact information of the inviter

(Mobile and landline number...)

