



Invitation Letter

I would hereby invite the members of XXXX company totally XX persons (listed attachment) led by you, to come over to XXXX (country) for XXXX (reason), which is to be held at XXXX (place) during XXXX (date).

Please make the necessary arrangements for your delegation to arrive in XXXX (country).

During the XXXX (reason), you will stay here for XXXX days.

All your expenses including international air tickets, local transportation, medical insurances and all other related expenses during your stay here will be paid by yourselves.

We are looking forward to greeting you in XXXX (country) very soon.

Yours sincerely,

(Signature)

Position:

Company Name:

Tel:

Address:

Date:

Name List

Name	Gender	Passport No	Date of Birth	Position