

Basic instructions for preparing an Invitation Letter

- I. Original, Fax or scanned email copy is accepted.
- II. The letter should be on an A4-sized paper on the official Indian company letterhead.
- III. Content of the letter must include below details:
 - i. The date of the letter issued.
 - ii. Letter to be addressed to: The letter may be addressed to the Visa Section, Consulate General of India, 26/F United Centre, 95 Queensway, Admiralty, Hong Kong. Alternately, the letter may also be addressed to the applicant's organization/department.
 - iii. Subject line: Invitation letter for a Business visa for (*name of the applicant*)
 - iv. Body of the letter: Must contain the following details –
 - a) Brief request stating the details of the applicant to travel from Hong Kong.
 - b) Details about the specific purpose of the trip along with the exact travel dates (entry as well as exit). The details should also mention why the concerned applicant is needed to travel for this purpose.
 - c) The name and details of the contact person who will liaise with the applicant during the visit.
 - d) Other regular details about the accommodation and living expense as to who will bear the expenses, guarantee that the person would abide by the local laws & regulations when visiting India, and return on schedule, etc.
 - e) The letter should also specify why the company is requesting for a multiple entry visa wherever possible and specify probable dates of future travel.
 - v. The closing should contain the name, designation and contact details of the person authorized to prepare this letter.
 - vi. Please note that the Invitation letter must be compatible with the Recommendation letter in terms of all details provided.