Date: dd/mm/yyyy

To:

The visa officer,

The Embassy of the Socialist Republic of Vietnam /Vietnam Consulate General of the Socialist Republic of Vietnam

New Delhi, Mumbai.

Dear Sir/Madam,

Sub: Invitation letter for Mr/Mrs. --------------------------------

[Full name of your company] registered in Vietnam, under registration number [enter company registration number] and with the activities of [enter company activities], requests a visa to be granted for the Company name employee:

We hereby invite Mr/Mrs. (name and designation) bearing passport number to attend business meetings at our subsidiary location in Vietnam, at (Complete address of the location) from start date to end date.

During his/her stay in Vietnam (sponsoring firm) will cover the cost of all the travel expenses, such as accommodation and transportation.

We will be obliged if you consider the application and grant visa for the visit.

Please contact the undersigned for any further information.

Thank you,

Sincerely,

(Name, with sign seal and coordinates,Designation)

Note: - Please update the Blue marked items while printing the letter on the Inviting Country Company letterhead