
(Date)

Dear Sir / Madam,

Subject: Invitation Letter

I am writing to confirm that _____ (Passport No. _____),
(Name)

_____ from _____, owner of
(Nationality) (Company)

Ticket ID _____ will be attending Guangzhou International Innovation Festival,

taking place on 5th – 8th December at the Guangzhou Library.

The purpose of their visit is to attend the Guangzhou International Innovation Festival

(www.gzinnovationfestival.com) organised by Guangzhou Municipal Government, Tianhe District,

Oscar4B & AcreWhite (Asia) Pte Ltd.

We request you to grant the necessary visa to _____.
(Name)

Thank you for your kind understanding. Should you require any further clarification, please feel free

to contact us.