公司抬头纸打印

Invitation Letter

Date: 发邀请时间，要比在职落款日期早

To: Visa office of Israel Consulate in Guangzhou

Dear Sir or Madam:

(可以先简单介绍一下以色列公司主营业务，以及和中方公司合作业务）

For and behalf of XXX（以色列公司英文名称）,We are pleased to invite Mr./Ms.XXX from XXX（中方公司英文名称）to visit us for business during XX （日月年）to XX（日月年).All the cost will at his/her company account.We guarantee he/she will obey our laws and regulations during his/her stay in our country and go back China on time.

Considering the good business cooperation with XXX（中方公司英文名称拼写）,please kindly issue entry visa for him/her.

All details are as following:

SURNAME:（申请人姓）

GIVEN NAMER:（申请人名字）

POSITION：（申请人职务）

PASSPORT NO:（申请人护照号）

We would appreciate it if you issue the visa as soon as possible.

Best Regards,

以色列公司盖章

Name: 邀请公司主管姓名并签名

Position：签名人职务

Address: 邀请公司地址

Tel: 邀请公司电话

Email: 邀请公司邮箱