

# Company Head

Company Name: XXXXX  
Add: Building 1, XX Road, Shanghai, P. R. China  
Official Website: [www.xxxx.com](http://www.xxxx.com)  
Official Email: 123@xx.com

## Letter of Invitation

To: Consulate General of the Republic of South Africa in Shanghai

Date: DD/MM/YYYY

Dear Madam/Sir,

This is to confirm that **XX** has been invited to visit *name of inviting company/person* between *date and date*, invitee details are as follows:

Name	Passport No.	Expiry Date (DD/MM/YYYY)	Date of Birth	Job Title

The purpose of this planned trip is **XX**. During **XX** stay in the South Africa, all travel expenses are borne by **XX**, including accommodation, transportation, and others.

Please contact me if you need any additional information, I can be reached directly at **Tel +0000**, my email address is **email@abc.com**, inviter detail are as follows:

Name	Nationality	ID No.	Date of Birth	Relationship with Invitee

Yours sincerely.

(Print name here)

(Signature here)

(Date here)