Embassy of XXXXX（出访国家英文名称） in China:

The Foreign Affairs Office of the People’s Government of Hunan Province presents its compliments to the Embassy of XXXXX（出访国家英文名称） in China, and has the honor to ask embassy to issue one entry visa to Mr. XXX（姓名）,XXXXX（职务）at Central South University of Forestry and Technology and other XXX （其余几人）people.

They plan to start off from XXXXX（国内出境城市）on XXXXX（离境日期英文格式）, and travel to XXXXX （出访国家英文名称邀请单位英文名称）for XXXXX（出访目的）at the invitation of XXXXXX（邀请单位英文名称）. They will stay for XXX（停留天数）days.

The Foreign Affairs Office of the People’s Government of Hunan Province avails itself of the opportunity to renew to the Embassy of XXXXXX（出访国家英文名称） in China the assurances of its highest consideration.

The Foreign Affairs Office of Hunan

注释：此为各国所需的英文照会式样。请用A4纸打印，不需抬头，不需要盖公章。自行打印。