

To,
Attestation Officer,
The Embassy of People's Republic of China.
New Delhi

From:
APPLICANT's NAME---
PASSPORT NO.
FULL ADDRESS:

SUBJECT : APPLICATION FOR ATTESTATION OF (Documents name)

Dear Sir/Madam,
I, Mr./Ms. (APPLICANTS NAME), a holder of PASSPORT NO. <enter passport number>, am
pleased to inform you that I have received a chance to work with <enter company name> as a
<designation> (optional)

In order to process further to apply for work permit I will be grateful if you ATTEST the
following documents which have been Notarized and Attested by Indian Ministry of External
Affairs. They are:

1. Document name 1
2. Document name 2

In support of these, I'll be submitting the necessary supporting documents as listed below:

- 1.
- 2.

Thanking you
Yours sincerely,
(Signature of applicant)
NAME OF APPLICANT
PASSPORT NO..