

Date:

To:
Prof.
(Name and address of visitor)

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during **(duration)**.

Dear **Prof. (Name)**,

I am pleased to invite you to visit the Indian Institute of Technology Kharagpur (IITKGP) during **(date)** to **(brief sentence on activity)**

We have noted your passport details as follows:

Name:	Place of Issue of passport:
Nationality:	Issue date of passport:
Country of present domicile:	Expiry date of passport:
Passport number:	Date of birth:

We understand that all expenses related to your visit will be sponsored by **(Further details of the visit, who is sponsoring the event/activity and other additional information pertaining to the visit)**. **(name of coordinating faculty member at IITKGP)** **(email of coordinating faculty member at IITKGP)** of our Institute will be the coordinator for your visit. We would be delighted if you accept our invitation and provide your travel plans to **Prof. (host coordinator at IIT KGP)**.

You may kindly use this invitation to apply for an appropriate visa.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with **Prof. (host coordinator at IIT KGP)**.

With warm regards,

Sincerely,

Debasish Chakravarty

CC:
(1) Office of Registrar, IIT Kharagpur
(2) **Name of HoD/HoS/HoC**
(3) **Name of Coordinating Host Faculty at IITKgp**