

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:

<b>Name:</b> .....	<b>Place of Issue of passport:</b> .....
<b>Nationality:</b> .....	<b>Issue date of passport:</b> .....
<b>Country of present domicile:</b> .....	<b>Expiry date of passport:</b> .....
<b>Passport number:</b> .....	<b>Date of birth:</b> .....

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. An advance copy of this letter is being forwarded to the Embassy of India at **(name and address of High Commission/Consulate from where the visa will be issued)**

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,

Baidurya Bhattacharya

CC :

(1) Office of Registrar, IIT Kharagpur (2) **Name of HoD/HoS/HoC**

(3) **Name of Coordinating Host Faculty at IITKgp** (4) **Indian Consulate/Embassy/High Commission and address**