To Date:

The consular

Embassy of China/Consulate of China,

New Delhi/Mumbai.

Sub: Covering letter for China attestation

Dear Sir/Madam

 I (name) holder of Indian passport no. ( pp no.) Need to attest my (certificate name) from Chinese embassy/consulate for the purpose of (purpose). I have attached all the relevant documents with my application for attestation.

I got the work offer from company named (company name) as (designation in company). (use this sentence for getting attestation for work purpose)

My family members name and their passport numbers have mentioned below, kindly do the requested attestation. (use this sentence for marriage and birth certificate attestation)

(wife’s name - passport no.)

(child’s name - passport no.)

Yours faithfully,

(sign)

Name

(Home address & Mob.no)