

山东省外事办公室照会英文译文示例

Foreign Affairs Office of Shandong Provincial People's Government

Jinan

May 20, 2016

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Embassy of *Portugal* in Beijing

Foreign Affairs Office of Shandong Provincial People's Government presents its compliments to the Embassy of *Portugal* in Beijing and has the honor to inform the latter to issue a one-time entry visa to *Ms. Zhang San, Professor* of Shandong University (see name list attached).

She plans to depart from *Jinan* to *Lisbon* for the *IFFS Executive Committee Conference* in *June 11*, and she will stay about *10* days.

Foreign Affairs Office of Shandong Provincial People's Government avails itself of this opportunity to renew to the Embassy of *Portugal* in Beijing the assurance of its highest consideration.

注：文中斜体字部分请根据实际情况进行修改

NAME LIST

Note Number:

NAME	GENDER	CODE	DATE OF BIRTH	PLACE OF BIRTH	WORK UNIT AND OCCUPATION	PASSPORT NUMBER	DATE OF ISSUE
<i>Zhang San</i>	<i>Female</i>				<i>Shandong University, Professor</i>		

注:

1. 表格中斜体字部分请根据实际情况进行修改
2. 表格中空白部分请根据中文照会相应内容填写