

CHINA CORP LETTER HEAD 中国公司抬头纸

DATE:

Consulate General of the People's Republic of China
Visa Section
USA

Re: Chinese Business Visa for:
Name: (as appear on passport)
Date of birth:
Gender:
Passport number:
Nationality:
Job Title:
Date of arrival & departure:

Dear Sir or Madam:

Please be informed that Mr. <<NAME>> from <<US COMPANY>> is invited for a business visit to our company in <<CITY>>, <<PROVINCE>>, China.

<<US COMPANY>> and <<CHINA COPR>> have established good business relationship over the years. The purpose of his visit is to explore the possibility of further business cooperation with our company on <<SOME DETAILS>>.

During his stay, the accommodation expenses incurred will be borne by himself through <<US COMPANY>>.

If you need further information, please feel free to contact with me. I can be reached at: <<DIRECT or CELL PHONE #>>.

We would appreciate if you could kindly grant him appropriate business visa so that he can make the trip. Thank you for your kind consideration.

Yours truly,

<<Name of Inviter>>
<<Job Title>>
<<Inviter's Direct Phone #>>
<<Signature>>



Affix Company Seal/Stamp