

# 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