

INVITATION LETTER SAMPLE FROM CHINESE COMPANY

PRINTED ON CHINESE COMPANY'S LETTERHEAD

[Today's date]

Embassy/Consulate of the People's Republic of China
Visa Section
United States

Re: Chinese business visa for

Name: (exactly as appears on passport!)

U.S. company:

Date of birth:

Gender:

Passport number:

Nationality:

Job title:

Date of arrival and departure:

Sir/Madam:

Please be informed that [applicant's name] from [U.S. company] is invited for a business visit to our company in [Chinese company location in China].

[Elaborate the relationship between the U.S. and Chinese company.

Briefly explain the business agenda and provide full contact details of the party he/she will be meeting with:

- >Name of Chinese company and representative
- >Complete address of Chinese company
- >Telephone number of Chinese company
- >Email address of Chinese company]

[company paying for expenses] will assume all financial responsibility during his/her trip.

We appreciate your thoughtful attention and kindness in issuing [him/her] the appropriate business visa in order to make this trip.

Sincerely,

inviter's signature

[name of inviter]

[job title]

[direct phone number]

