

[Today's date]

Embassy/Consulate of the People's Republic of China  
Consular Section

Re: Explanation about my job description

To whom it may concern,

I [name of applicant], am currently employed with [employer's info in detail].

My job description is [offer an in-depth explanation of your job responsibilities and duties]

[Clarify that your reason for traveling does not involve participating in any social work or journalism-related tasks]

Please reach me should you have any questions or concerns at [phone number and/or email].

Thank you,

*applicant's signature*

[Applicant's name]