

Company Letterhead paper from inviting party in **CHINA**  
Include the full name and address of the inviting company  
Include the fax and phone number of the inviting company

### **SAMPLE: Chinese Letter of Invitation**

Visa Section  
Chinese Consulate  
[Address of Consulate]  
[City, State, ZIP]

Date: [Be dated within the last six months]

Dear Visa Officer,

On behalf of [Traveler's Full Name], we are submitting his/her passport and required documents for his/her business trip. [Please explain activities of the organization and state the relationship between the applicant and the inviter]. Below are travel, personal, and contact information for the applicant.

Full Name: [Enter name as it appears on passport]  
Gender: [Male / Female]  
Date of Birth: [Enter year/month/date]  
Nationality: [Enter nationality]  
Passport Number: [Enter passport number]  
Passport Issue Date: [Enter passport issue date]  
Passport Expiry Date: [Enter passport expiry date]  
Purpose of Visit: [List Purpose of Visit]  
Arrival City: [Arrival City]  
Arrival Date: [Arrival Date]  
Departure City: [If different from arrival city]  
Departure Date: [Departure Date]  
Places/Cities to be visited: [List Places or Cities]  
# Of Entries in Country: [Number] of Entries into Country/per year  
Contact Number: [US Corporate Number]  
Address: [Exact Street Address]  
Job Title and Company: [Enter position in US company] at [US Company Name]

I also hereby assert [invitee name] holds a confirmed return ticket and is covered by our company insurance policy. All expenses will be provided by [Company Name].

Please do not hesitate contacting me, if additional information or clarifications are needed.

Yours Faithfully,

[Signature]  
[Signee's name and job title]  
[Direct Business Address, Phone #, Fax #, and Cell #]

#### **Important Instructions and Information:**

- All letters must be typed on a company letterhead.
- Replace all information in brackets with the data for this trip.
- The letter CANNOT be signed by the applicant.

