

Company letterhead

Sample 1

May 18, 2023

Embassy of the People's Republic of China, Washington DC
Visa Office
3505 International PI NW,
Washington, DC 20008

Dear Sirs/Madam:

This letter is to inform you that our employee, <<Your Name>>, will be traveling on <<Date of Entry>> to China leaving <<Date of Exit>> to <<Purpose of visit>>. <<Company Name>> guarantees expenses and return airfare to the United States for this trip. <<Your Name>> needs to visit China frequently for business purpose.

Thank you for your assistance in granting this multiple entry visa.

Sincerely,

<<Authorized Signature>>

<<Title>>

<<Phone Number>>

Company letterhead

Sample 2

May 18, 2023

Embassy of the People's Republic of China, Washington DC
Visa Office
3505 International PI NW,
Washington, DC 20008

Dear Sirs/Madam:

This letter is to introduce <<Applicant's Name>>, the <<Position>> with <<Company name>>. <<Applicant's name>> wishes to visit your country from <<Proposed date of entry>> to <<Proposed date of exit>> in order to <<Purpose of trip>>.

While in your country, he/she will be contacting <<Contact Persons Name>>, <<Company Name and Company Street Address>>.

<<Applicant's Name>> needs to travel to China frequently for business purpose.

We request your assistance in issuing multiple entry business visa for him. <<Company Name>> hereby guarantees the expenses of his trip including return airfare to the United States.

Sincerely,

<<Authorized Signature>>

<<Title>>

<<Phone Number>>

COMPANY LETTERHEAD

(Date)

To the Chinese Consulate:

We would like to invite the following individual to visit China for business purposes:

Name (as appeared in passport): John Smith

Gender: Male

Date of Birth: 1980-01-01

Nationality: US Citizen

Passport Number: 1234567

Mr. Smith is the General Manager of ABC Company. During the visit, he will (Explain the Business Activities to Be Undertaken). Mr. Smith will arrive in (Arrival City) on (Arrival Date) and remain for approximately (Number of Days). He will visit the cities of (Names of all cities to visit) and leave China on (Departure Date). Since Mr. Smith is expected to make several trips to China in the near future, we would appreciate it if you could issue him a multiple entry business visa.

(Explain the relationship between Chinese company and US company, or the inviter and the invited.)

Mr. Smith's company will be financially responsible for his visit, including round-trip international airfare, room and board and other travel expenses.

If you have any questions, please feel free to contact us at any time.

Sincerely,

(Name and Signature of inviter)

(Inviter's Job Title)

(Inviter's address)

(Inviter's direct phone number and email address)

(Inviting company's official seal)

