

**Company name**

[street address (street name + house/building number)]

[city/town/locality + postal code], China

Tel number: (XXXX)XXXXXXX

Fax number: (86-XX)XXXXXXX

**Insert Company Logo Here**

Date: [MM DD, YYYY]

China Consulate General  
1450 Laguna Street  
San Francisco, CA 94109

This letter serves as a formal invitation for the employee listed below who will come to [Company name] to [City and province] from [MM DD, YYYY] to [MM DD, YYYY]. The reason of this trip is for [Purpose of the visit].

**Name**

**Date of birth**

[Applicant's name]

[MM DD, YYYY]

**Gender**

**Nationality**

[Male / Female]

[XXX]

[Full name of the unit / company which invited the applicant], a business partner of [Applicant's company name], will be responsible for all the expenses including airfare, meals, lodging and a daily allowance.

We will appreciate it very much if the required [Single, Double, or Multiple] entry visa could be issued at your earliest convenience.

Very truly yours,

[Contact name in China / Position]

*[Signature and Company seal]*

[Contact phone number and email]

