



SAMPLE

Consulate of China
May 08, 2018

To Whom It May Concern:

Mr. John Smith is a sales representative for International Express Services. Mr. Smith has been employed by International Express Services since January, 2010. He is traveling to China for business meetings with our Chinese Associates. These meetings will be to discuss the sale of our passport covers.

Mr. Smith is expected to visit China for approximately two weeks starting June 1, 2018 to June 15, 2018, and will spend the better part of his stay in Shanghai at the following address.

ABC Company Shanghai
Contact: Mr. Lee Chan
123 ChengDu Road
Shanghai, China
Telephone (86) 21-12345678

***Note: The letter will have to state that your company will take full responsibility for all expenses incurred.**

****The letter must be signed by someone other than the applicant.**

Regards,

John Doe
Vice President Sales