

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.

