

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

Visa Section
Chinese Embassy
49-51 Portland Place
London
W1B 1JL

Date: [Be dated within the last six months]

Dear Visa Officer

We are pleased to invite [traveller] [State the relationship between the applicant and the inviter] to visit [Specify the place and purpose of the visit] for [length of stay] between [Include the date(s) of entry and exit]

Full name: [Enter name as in 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]

Job Title: [enter position in company]

Please grant a [single/double/multiple] entry visa for [enter applicant's name] to travel.
We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name]. Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]
[Signee's name and job title]

Bear the seal/stamp of the inviting company

