

**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]

