

# MODEL

(Fill in the fields below with the necessary information and copy on your company letterhead)

Company name and address in Chinese / 公司中文名稱和地址

The Visa Section  
CHINESE CONSULATE

DATE: \_\_\_/\_\_\_/\_\_\_

## INVITATION LETTER

We \_\_\_(company full name)\_\_\_ are pleased to invite (Mr/Mrs) \_\_\_(full name)\_\_\_,  
Passport Number \_\_\_(passport number)\_\_\_, to China for business cooperation as  
(he/she) is our prospective buyer and we confirm our formal invitation in (his/her) during  
the period of \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

We would be grateful if you could grant a multiple entry visa for future business.

Thank you for your visa approval.

Best regards,



**Signature**

\_\_\_\_\_

Name \_\_\_\_\_

Position: \_\_\_\_\_

Phone.: +86 ( \_\_\_ ) \_\_\_\_\_

e-mail: \_\_\_\_\_

Company Official Stamp