Sample Invitation Letter

ON INVITER COMPANY'S LETTERHEAD

****Please print on company stationary****

THIS LETTER MUST BE STAMPED WITH THE COMPANY SEAL

(Date)

Consulate General of China Consular Section

Dear Visa Officer:

We would like to formally invite (Name of Traveler <u>exactly as it appears in their passport</u>), (Job Title), (Traveler's Company Name) to visit our company, (Full Name of Company) in (City, Province). (His/Her) information is as follows:

(Name of traveler <u>exactly as it appears in their passport</u>) (gender) (date of birth) (nationality)

While visiting our company (Name of Traveler) will be conducting (Brief description of the purpose of trip and the type of business the traveler is engaged in). Our company is (describe company and the relationship with the US based company). (Name of Traveler) will be arriving on (Date of Entry) and departing on (Date of Departure),

(Name of Traveler) will be meeting with:

(Contact Name)
(Contact Job Title)
(Contact Address 1)
(Contact Address 2)
(Contact Office Phone)
(Contact Cell Phone)
(Contact Email)

(Name of Traveler) will be in possession of a round trip airline ticket. (Name of Inviter Company) hereby guarantees all travel and other support expenses of (Name of Traveler) during their trip. (Name of Inviter Company) respectfully requests (Name of Traveler) be granted a (state the type of visa and the validity of the visa you are requesting. For example: 1 year multiple entry business visa.)

Thank You,

(Name) (Include Signature) (Title) (Signer Phone Number)