

SAMPLE INVITATION LETTER FROM CHINA
PRINT ON COMPANY LETTERHEAD FROM THE COMPANY IN CHINA

(Date)

Consulate General of China

Dear Sir/Madam:

We are inviting (Mr./Ms.) (Applicant's Full Name), the (applicant's title) of (applicant's company), to visit our company for (purpose of trip). (He/She) will be traveling from (date of entry) to (date of exit). The individual's information is as follows:

Full Name:	(Name)
Passport Number:	(Passport Number)
Country of Issuance:	(Country of Issuance)
Expiry Date:	(Passport Expiration Date)
Date of Birth:	(Date of Birth)

While in China, (he/she) will be contacting (applicant's name of contact in China), (contact's title in China) of (contact's company in China). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in China)

(Applicant's company) guarantees that we will accept financial responsibility for expense incurred during (applicant's full name)'s visit to China.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)

Must also have the seal or chop of the company next to the signature