

**Sample Business/Sponsor Letter for China**  
**(PRINTED ON ORIGINAL COMPANY LETTERHEAD)**

Date

Consulate General of: China  
Consular Section

Dear Visa Officer:

Mr./Ms. (Traveler's Full Name exactly as it is shown on passport)\*\* , who is one of our employees, is engaged as a/an (Title). He/She plans to visit (City, China) for the purpose of \_\_\_\_\_ and his/her business trip will begin on approximately (Date). His/Her contact in China will be (Name, Address, and Phone Number). We kindly request a one-year multiple entry visa.

(Company Name) will guarantee Mr./Ms. \_\_\_\_\_'s maintenance and will be responsible for his/her welfare while in your country.

(Company Name) also takes full responsibility for Mr./Ms. \_\_\_\_\_'s repatriation. He/She is in possession of sufficient funds for his/her stay in China and he/she has an airline ticket for return to the United States.

We would appreciate immediate issuance of his/her visa to China.

Thank you for your assistance.

Sincerely,

Title and Signature

(Signed by the traveler's supervisor, superior, or the person who has authorized this trip)

**\*\* First name, middle name, last name.**