

**Sample Invite Letter for China**  
**(PRINTED ON ORIGINAL COMPANY LETTERHEAD)**

Date

Consulate General of China  
Consular Section

Dear Visa Officer:

We would like to formally invite (Traveler's Full Name exactly as shown in Passport), (Job Title), (Traveler's Company Name). (His/Her) information is as follows:

**Traveler Name: (Full Name exactly as shown in passport)**

**Passport Number:**

**Sex: (Male or Female)**

**Date of Birth:**

**Nationality:**

While visiting our company, (Traveler Name) will be (List purpose of Visit). He/She will be arriving on Enter Arrival Date and departing on Enter Departure Date.

While in our country (Enter Traveler Name) will be meeting with:

**Contact Name:**

**Contact Job Title:**

**Address: of inviting Company in China**

**Telephone number: of inviting Company in China**

**Email: of contact in China**

(Traveler Name) will be in possession of a round trip airline ticket. Enter Company Name hereby guarantees all travel and other support expenses of Traveler Name during their trip. Company Name respectfully requests Traveler Name be granted a One Year Multiple Entry Business Visa.

Thank You,

**Handwritten Signature Here**

Name and Position of Inviter



**\*\*A Chop is the "Official Seal" of the Chinese based company.**