

Chinese Company Letterhead + Physical Address + Phone and Fax

Embassy of China  
United States of America

We request the Consulate to provide a ten year multiple entry business visa for the following individual:

Name:	Traveler Name
Gender:	Male OR Female
Date of Birth:	04/01/1974
Nationality:	Nationality of Passport
Passport Number:	987654321
Date of Issue:	YYYY/MM/DD
Date of Expiry:	YYYY/MM/DD

We are pleased to confirm that TRAVELER NAME, TITLE WITHIN COMPANY for ABC Company is invited to visit China for company business meetings from August 21-28, 2012.

TRAVELER NAME will have frequent travels to China for business purposes. We would be grateful if you may kindly grant TRAVELER NAME a multiple entry visa to China for convenience.

We confirm and guarantees TRAVELER NAME expenses during his visits to China, including flights, accommodation, general travel and maintenance expenses. While in China, TRAVELER NAME will not receive any financial remuneration from any Chinese source.

We appreciate your assistance in providing TRAVELER NAME a multiple entry China visa.

Yours sincerely,

SIGNATURE



Name  
Title  
Company