

Chinese Company Letterhead + Physical Address

Consulate General of China
United States of America

We request the Embassy to provide a 12-month multiple entry business visa for the following individual:

Name: Mr. John Smith
Gender: Male
Date of Birth: 06/06/1974
Nationality: USA
Passport Number: 123456789
Date of Issue: 2005/10/10
Date of Expiry: 2015/10/09

We are pleased to confirm that Mr. John Smith Director of Business Development for XYZ Corporation is invited to visit China for company business meetings from August 21-28, 2012.

In view of rapidly expanding business in China, Mr. Smith will have frequent travels to China for business purposes. We would be grateful if you may kindly grant Mr. Smith a multiple entry visa to China for convenience.

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

We appreciate your assistance in providing Mr. Smith a multiple entry China visa.

Yours sincerely,

SIGNATURE



Name
Title
Company