



(Company Letterhead with Contact Information)

DATE:

Embassy of the People's Republic of China in the United States of America
3417 Montrose Blvd
Houston, TX 77006 USA
RE: Business Visa to China

Invitation Letter

Dear Visa Officer or Madam:

Please be informed that **[Name of Company in China]** officially invites the following person to visit our company for a business discussion with our company in **[City]**, **[Province]**, China.

The invited person's details are as follows:

No	Name	Nationality	Passport Number	Date of Birth
1				

The purpose of his visit is to explore the possibility of further business cooperation with our company on **[Business Details]**. He/She will visit China from **[Month-Day-Year]** to **[Month-Day-Year]** for **[How Many Days]**.

During his stay, the accommodation expenses incurred will be borne by himself/herself. If you need further information, please feel free to contact with me. I can be reached at **[Contact Information]**.

We would appreciate if you could kindly grant him business visa so that he can make the trip. Thank you for your kind consideration.

Your truly,

[Name of Inviter]

[Job Title]

[Inviter's Phone Number]

[Signature]

[Affix Company Seal/Stamp]