**INVITATION LETTER FOR BUSINESS VISIT**

**Date:**

Consulate General of the People’s Republic of China

Visa Section

USA

**Name:** (as appear on passport)

**Date of birth:**

**Gender:**

**Passport number:**

**Nationality:**

**Job Title:**

**Date of arrival & departure:**

Dear Sir or Madam:

Please be informed that Mr. **<<NAME>>** from **<<US COMPANY>>** is invited for a business visit to our company in **<<CITY>>, <<PROVINCE>>,** China.

**<<US COMPANY>>** and **<<CHINA COPR>>** have established good business relationship over the years. The purpose of his visit is to explore the possibility of further business cooperation with our company on **<<SOME DETAILS>>.**

During his stay, the accommodation expenses incurred will be borne by himself through **<<US COMPANY>>.**

If you need further information, please feel free to contact with me. I can be reached at: **<<DIRECT or CELL PHONE #>>.**

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

Yours truly,

**<<Name of Inviter>>**

**<<Job Title>>**

**<<Inviter’s Direct Phone #>>  
<<Signature>>**

Affix Company Seal/Stamp