**INVITATION LETTER FOR VISA APPLICATION**

Dear Sir / Madam,

We confirm that Mr. **(your name as per passport)** is a Director / an Employee / Consultant of Company Name and would like to visit China to visit our Factory / Business Exhibition / meetings / Conference organized / arranged between Date\_\_\_\_ to Date\_\_\_\_\_.

Please find further details as below about visitor in order to process his / her visa application.

Visitor’s Full Name **(First Name, Middle Name & Surname)**

Date of Birth

Gender

Passport Number

Your Company / Employer’s Name

Your Position / Role Title

Purpose of the Visit to China – i.e., Business / Conference / Exhibition visit / Client Meeting etc.

Planned Date of Arrival in China

Planned Date of Leaving China

Financial support for the trip i.e., Self-funded, Employer / company Sponsored, Credit Card etc.

Places to be visited in China

Hotel / Accommodation Address Details

Visa Duration requested for

Entry Requirement in China: Single / Double / Multiple **(keep the one you are applying for)**

Relationship between Inviter and Applicant

We kindly request you to grant Visa Application for Mr. **(your name as per passport)**.

Should you require any further information, please do not hesitate to contact us.

Many thanks

Sincerely

**Name of Signatory**

**Role Title**

**Organization’s Name**