

# Sample Invitation Letter

## ON INVITER COMPANY'S LETTERHEAD

\*\*\*\*Please print on company stationary\*\*\*\*

**THIS LETTER MUST BE STAMPED WITH THE COMPANY SEAL**

**(Date)**

Consulate General of China  
Consular Section

Dear Visa Officer:

We would like to formally invite **(Name of Traveler exactly as it appears in their passport)**, **(Job Title)**, **(Traveler's Company Name)** to visit our company, **(Full Name of Company)** in **(City, Province)**. **(His/Her)** information is as follows:

**(Name of traveler exactly as it appears in their passport)**

**(Gender)**

**(Date of birth)**

**(Nationality)**

**(Passport #)**

While visiting our company **(Name of Traveler)** will be conducting **(Brief description of the purpose of trip and the type of business the traveler is engaged in)**. Our company is **(describe company and the relationship with the US based company)**. **(Name of Traveler)** will be arriving on **(Date of Entry)** and departing on **(Date of Departure)**,

**(Name of Traveler)** will be meeting with:

**(Contact Name)**

**(Contact Job Title)**

**(Contact Address 1)**

**(Contact Address 2)**

**(Contact Office Phone)**

**(Contact Cell Phone)**

**(Contact Email)**

**(Name of Traveler)** will be in possession of a round trip airline ticket. **(Name of Inviter Company)** hereby guarantees all travel and other support expenses of **(Name of Traveler)** during their trip. **(Name of Inviter Company)** respectfully requests **(Name of Traveler)** be granted a **(state the type of visa and the validity of the visa you are requesting. For example: 1 year multiple entry business visa.)**

Thank You,

**(Name) (Include Signature)**

**(Title)**

**(Signer Phone Number)**