

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)