**(Text only. Must be on your company's official letterhead.)**

(Date)

To the Chinese Consulate:

We would like to invite the following individual to visit China for business purposes:

Name (as appeared in passport): Stephen IX

Gender: Male

Date of Birth:

Nationality:

Passport Number:

Date of arrival & departure:

Please be informed that Mr. Isaacs from XX Enterprises is invited for a business visit to our company in <<CITY>>, <<PROVINCE>>, China. He will visit the cities of (Names of all cities to visit) and leave China on (Departure Date).

xx Enterprises and <<CHINA CORP> have established good business relationship over the last few years. The purpose of his visit is to explore the possibility of further business cooperation with our company on supply of advertising gifts in the UK to XX Enterprises’ clients

Mr. Isaacs company will be financially responsible for his visit, including

round-trip international airfare and accommodation

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.

If you have any questions, please feel free to contact us at any time.

Sincerely,

(Name and Signature of inviter)

(Inviter's Job Title)

(Inviter's address)

(Inviter's direct phone number and email address)

(Inviting company's official seal)