US Company Letterhead

Date

Embassy of the Peoples Republic of China  
Visa Section  
Washington, DC

Dear Sir/Madam,

**(Your company), (a brief description of what your company does) is pleased to** introduce **(Applicant's full name & title)** who is traveling to your country on **(approx. dates of travel)** for the purpose of **(business discussions, or negotiations etc)**. Due to **(Applicant's name) frequent travel schedule and expected return to China we are requesting a 10 year multiple entry business visa.**  
  
While visiting Peoples Republic of China, **(Applicant's name)** will meet with representatives of **(name and address of host company in** Peoples Republic of China**)**.  
  
**(Your company)** hereby guarantees the financial expenses of the applicant while **(he/she)** is visiting your country and **(his/her)** return transportation to the USA. Further we are responsible for **(Applicant's name)** moral and financial conduct while in-country. We appreciate the issue of the visa without delay.  
  
If I can be of service during your consideration of this application, please feel free to contact me at XXX-XXX-XXXX or via email at [supervisorsname@xyz.com](mailto:supervisorsname@xyz.com)

Sincerely,

***(Signatory should be a Company manager, other than the applicant)***

**Supervisor Name**

**Supervisor Title**