China Company Letterhead

Date

Consulate of the Peoples Republic of China  
Visa Section  
New York, NY

Dear Sir/Madam,

**(China company name), (describe what the inviting company does),** would like to request a ten-year multiple entry business visa for **(Applicant's full name, title for US Company)** who will be traveling to China on **(approx. dates of travel)** for the purpose of **(business discussions, or negotiations etc.)**.

Traveler Particulars:

Full Name

Nationality

DOB

Gender

Passport Number

Passport Issue Date

Passport Expiry Date

Dates of travel

**(Applicant's name)** will meet with representatives of **(name and address of host's company in People's Republic of China) and be staying at (hotel name, address, telephone).** During the day **(Applicant's name)** will be the guest of **(full contact of the individual inviter, title, full address)** and can be contacted directly at **(telephone number).**

Sincerely,

***(Signatory should be a Company manager)***

*Example*

**Supervisor Name CHOP/STAMP**

**Supervisor Title**