

(Date)

To John Smith:

We would like to invite you to visit China for business purposes:

Name (as appeared in passport): John Smith

Gender: Male

Date of Birth: 1980-01-01

Nationality: US Citizen

Passport Number: 1234567

Mr. Smith is the General Manager of ABC Company. During the visit, he will (Explain the Business Activities to Be Undertaken). Mr. Smith will arrive in (Arrival City) on (Arrival Date) and remain for approximately (Number of Days). He will visit the cities of (Names of all cities to visit) and leave China on (Departure Date). Since Mr. Smith is expected to make several trips to China in the near future, we would appreciate it if you could issue him a multiple entry business visa.

(Explain the relationship between Chinese company and US company, or the inviter and the invited.)

Mr. Smith's company will be financially responsible for his visit, including round-trip international airfare, room and board and other travel expenses.

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)