

Sample Letter of Invitation

Company letterhead paper from inviting party in **CHINA**
Include the full name and address of the inviting company
Include the fax and phone number of the inviting company

Embassy of the People's Republic of China,
49-51 Portland Pl, London W1B 1JL

Date: [Be dated within the last three months]

Dear Visa Officer

We are pleased to invite [traveller] [State the relationship between the applicant and the inviter] to visit [Specify the place and purpose of the visit] between [Include the date(s) of entry and exit]

Full name: [Enter name as in passport]

Gender: [Male / Female]

Date of Birth: [enter year/month/date]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue date: [enter passport issue date]

Passport expiry date: [enter passport expiry date]

Job Title: [enter position in company]

Please grant a visa for [enter applicant's name] to travel.

We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature in Chinese characters]

[Signee's name and job title in Chinese characters and also in English]

Bear the seal/stamp of the inviting company

