

Company letterhead

(Name + address + contact information)

To the Embassy or People's Republic of China,

Visa section

Dear visa officer:

Information about the applicant's visit to China:

- reason for coming to China,
- date of arrival and departure,
- place of visit,
- relationship with the inviting unit or inviter,
- who will pay for the travel, etc.

Personal information of the applicant : name, gender, date of birth, passport number, etc.

Legal Rep/correspondent's name

Title

cell phone /direct number,

legal representative or inviter's signature, date

company seal,