

# INVITATION LETTER FOR VISA.

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

Visa Section  
Chinese Embassy  
49-51 Portland Place  
London  
W1B 1JL

Date: [Be dated within the last six months]

Dear Visa Officer

We are please to invite [traveller] [State the relationship between the applicant and the inviter] to visit [Specify the place and purpose of the visit] for [length of stay] 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]

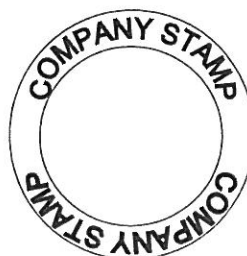
Job Title: [enter position in company]

Please grant the relevant 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]  
[Signee's name and job title]

Bear the seal/stamp of the inviting company



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