



COMPANY LOGO, NAME and ADDRESS

**Date: 1<sup>st</sup> of January 2012**  
**Chinese Embassy**  
Portland Place  
London  
W1B 1JL

**Regarding:** Business visa application for Mr John David Smith [Full name as seen in passport!!!]

To Whom It May Concern,

This is to confirm that we invite Mr John David Smith, [rank in company and name of company], to visit our company in the month of January 2011 to [purpose of visit]. We would like you to grant him a [full details of visa requested, for example: 6 month double entry business visa].

Mr David John Smiths details are as follows:

- Date of birth: 29.01.1975
- Passport number: 123456789
- Gender: Male
- Nationality: British
- Intended dates of visit: 15.01.2011 – 20.01.2011
- Purpose of the visit: here explain the nature of the trip. Keep it brief and concise.
- Place(s) of visit: the detail all the destinations you intend to visit in China.
- Relationship: Explain the relationship between the inviter and invitee.
- Financial support: Explain who is financially responsible for the invitee while they are in China.

We request you to kindly grant the visa and oblige. Should you wish to discuss this application further please do not hesitate to contact me.

Thank you.

Yours sincerely,

[Signature]

[Typed name of person signing, contact number & business address]

[Rank of person signing and contact details of person signing]



[Stamp] – note: if letter does not include a company stamp, applicant can only apply for single or double entry visa, and not the multiple.