

## Sample Letter of Invitation

A 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  
Willem Lodewijklaan 10  
2517 JT Den Haag

Date: [Be dated within the last six months]

Dear Visa Officer,

We [enter company name + describe company activities], are pleased 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].

Dates of entry and exit within requested visa validity:

[enter at least 3 entry and exit dates, including reason of visit, in the schedule below]

	Entry date	Exit date	Reason of visit
1.			
2.			
3.			
4.			
5.			

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 multiple entry visa valid for [enter:6 months | or: 1 year] 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

