

## INVITATION

CHINA EMBASSY:

WE < NAME OF THE COMPANY HERE > WOULD LIKE TO INVITE < YOUR FULL NAME HERE > FOR A BUSINESS MEETING, BELOW GIVEN IS HER PASSPORT DETAILS.

SURNAME:  
GIVEN NAMES:  
DATE OF BIRTH:  
PASSPORT NO:  
DATE OF ISSUE:  
DATE OF EXPIRY:  
NATIONALITY:  
PLACE OF ISSUE:  
SEX:

SHE IS INVITED TO JOIN IN OUR BUSINESS MEETING BETWEEN DD/MM/YYYY AND DD/MM/YYYY . WE WILL GUARANTEE HER STAY IN CHINESE MAINLAND & WE TAKE FULL RESPONSIBILITY OF < YOUR FULL NAME HERE > DURING THE MEETINGS. WE NEED GO TO HONG KONG REGULARLY WITH HER TO PARTICIPATE IN THE CONFERENCES AND MEETINGS THEN WE WILL COME BACK TO THE MAINLAND AGAIN.

WE WOULD APPRECIATE IF YOU COULD KINDLY GRANT HER THE APPROPRIATE BUSINESS VISA SO THAT SHE CAN MAKE THE TRIP.

COULD YOU PLEASE KINDLY ISSUE DOUBLE ENTRY VISA FOR SIX MONTHS TO < YOUR FULL NAME HERE > .

IF YOU NEED FURTHER INFORMATION, PLEASE FEEL FREE TO CONTACT ME. I CAN BE REACHED AT <<DIRECT or CELL PHONE #>>.

WE HOPE THAT SHE WILL GET THE BEST ASSISTANCE AND COOPERATION FROM THE CHINESE EMBASSY.

THANK YOU FOR YOUR KIND CONSIDERATION

YOURS TRULY,  
GENERAL MANAGER

<GENERAL MANAGER NAME CHINESE AND ENGLISH, PHONE NUMBER, ORIGINAL SIGNATURE and STAMP>

ADDRESS: .....

DATE: 15 JAN. 2016

<Affix Company Seal/Stamp>

