



## Details for Business Invitation From Chinese Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

All requirements below must be included in the business invitation letter from China. Missing details will result in visa processing delays or denial of visa.

### General Requirements

- The letter must be printed on the Chinese company's letterhead.
- The letter should be in English.
- The letter should be addressed to the correct jurisdictional consulate.
- It must be signed by an officer of the company (pen to paper, digital signatures are not accepted) and also bear the signatory's personal seal.
- The company's seal must also be included on the letter.
- Faxed or scanned letters are acceptable.

### Required Information About the Applicant

- Full name, as printed in passport
- Passport number, issue date, and expiry date
- Gender
- Date of birth
- Country of citizenship
- Job title and company name

### Required Information About the Visit to China

- Purpose of the visit; description of the type of business the applicant will conduct in China.
- Cities to be visited
- Date of entry and departure
- Number of entries needed for visa (single, double or multiple; multiple entry visa are not available to non-US citizens)
- Requested duration of the visa (**10 years for U.S. and Canadian nationals; 3, 6, or 12 months for all others**)
- Financial guarantee for applicant's travel expenses

### Required Information About the Chinese Company

- Full name of the inviting unit/company in China
- Full name of the contact person at the Chinese company
- Contact person's job title
- Contact person's complete contact information:
  - o Office address
  - o Email address
  - o Office telephone number\*
  - o Mobile telephone number\*

*\*Please note that the consulate may call the contact person to confirm the details of the invitation. The contact person must provide phone numbers at which he/she is available during Beijing business hours.*



## Sample Business Letter From Chinese Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2023

Embassy of the People's Republic of China, Washington, DC  
Consular Section

Dear Visa Officer,

Jeremy John Simmons (*insert your full name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to China on Monday, August 3 through August 17 (*dates of your trip*). Mr. Simmons is a citizen of USA, US Passport number 123456789 (*insert your citizenship and passport number*) with validity from 01 Feb 2020 to 31 Jan 2030, date of birth 25 December 1970 (*insert your birth date*), gender (*list Male/Female*). During this trip, he has scheduled meetings to discuss the sales and distribution of his company's products. He will be visiting Beijing only.

His agenda is to meet and discuss local sales with Xia Meili, Beijing Regional Director, (*insert name and job title of contact*) at:

Chinese Company, Ltd.  
123 Leitan Pai Avenue, Shuishou District  
124500 Beijing, China  
Telephone: 10-12345678  
Mobile Telephone: 10-87654321  
Email: xia.meili@chinesecompany.cn

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. (*insert company name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in China.

Please issue him a **multiple** entry business visa valid for **ten years** and stays of **up to 60 days/visit**. (*Please specify the requested visa type and duration.*) We appreciate your attention to this matter.

Sincerely,

勇虎



Yong Hu  
Executive Officer  
Chinese Company, Ltd.

The letter must be signed in ink by an officer of the company, and must bear the officer's personal seal as well as the company seal.



Sample Letter