



Sample Business Letter From U.S. Company

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

June 1, 2019

Embassy of China, Washington, DC
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name/gender/date of birth/citizenship/passport number + issue date/expiry date*), 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*). During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Xia Meili (*insert name of contact*) at:

Chinese Company, Ltd.
123 Leitan Pai Avenue, Shuishou District
124500 Beijing, China
Telephone: +86-10-12345678
Mobile telephone: +86-10-12345678
Email: sponsor@china.co.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 (*country*).

He requests that you issue 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.*) I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(*The letter must have an original ink signature of a manager other than the applicant.*)