



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form completed and signed. The application must be typed or filled in on the attached fillable PDF and printed single-sided; handwritten applications are not accepted. All questions on the application must be answered; list "N/A" if necessary. The application must be signed with pen-to-paper signatures; make sure the signatures match the signature in the passport.
- One "Job Description" form, typed or completed on the fillable PDF and printed. Sign and date the bottom of this form. The form is not required for travelers who are retired, homemakers, unemployed, or children of high school age or younger.
- One passport-style photograph taken within the last 6 months, on photo paper and with a plain white background. Your head must measure between 1 1/8" to 1 1/4" (28mm to 33mm) from top of head to bottom of chin. You must look straight forward with a neutral expression. Do not wear jewelry, glasses, hats, or white shirts. Do not staple or glue the photo.
- One photocopy of your valid driver's license or state issued non-driver ID.
- Copy of confirmed flight itinerary showing applicant's name.
- Applicants who are employed by media organizations, religious institutions, volunteer organizations, NGOs, or charities should include a copy of their most recent resume or curriculum vitae.

BUSINESS TRAVELERS must also include:

- Business visa applicants will need to submit a letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a senior manager other than the applicant. Please see the attached sample letter.
- A letter from the organization to be visited in China, including all of the following: applicant's name, gender, nationality, passport number and birth date; purpose and dates of visit; places to be visited; a financial guarantee for the applicant's travel costs; full contact information of inviter including daytime and mobile telephone numbers; seal and signature of company representative. Faxes/scans are accepted; a sample is attached.

TOURIST TRAVELERS must also include:

- A copy of confirmed hotel reservations for the full duration of your trip, OR a letter of invitation from a Chinese tour operator specifying all details of your trip. The names of all applicants must be listed.
- Applicants who will stay with a friend or relative must submit a letter of invitation signed by the host, specifying the address and duration of the stay, and must also submit a copy of the host's Chinese passport; if the host is not a Chinese citizen, submit a copy of the host's passport and Chinese permanent residence permit. Faxes or scans are accepted.

NON-US CITIZENS must also include:

- A copy of the Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

MINORS UNDER AGE 18 must also include:

- Minor visa applicants must have their application signed by both parents; the applicant should also sign the application if capable of doing so.
- Photocopies of both parent's driver's licenses and passports.
- Copy of the applicant's birth certificate showing both parents' names.
- Minors who are traveling without both parents must also submit a notarized Affidavit of Consent signed by both parents.



Essential info

There is No Substitute for Experience.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- These instructions are applicable for residents of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Texas, Puerto Rico, and US Virgin Islands.
- Chinese visas will not be issued more than 90 days in advance of the scheduled entry date to China.
- Multiple entry visas are available to US and Canadian citizens only. US citizens are typically issued multiple entry visas valid 10 years regardless of the visa validity requested. Canadians are eligible for multiple entry visas valid up to 10 years dependent on passport validity.
- Visas will be valid for a maximum stay of 90 days. Longer stays are available at consular discretion only; all documents must reflect the request for a longer stay.
- Current or former nationals of France, Cameroon, Ghana, Iraq, Iran, Lebanon, Nigeria, Pakistan, Syria, Turkey, China, Hong Kong, Macao, Taiwan or Tibet should email China@g3visas.com for further requirements and instructions.
- If you are in need of a Flight Crew, Work, or Student visa, please email China@g3visas.com for instructions.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery is recommended for requests requiring Mission Critical service.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

**HOUSTON
CHINA**

Applicable Fees

Concierge Service <input type="checkbox"/> \$225.00 Extra			
Consular Fees for Visa Processing			
Visa Type	Mission Critical 5-6 Business Days	Priority 8 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00
Double Entry	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00
Multiple Entry US Citizens Only	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$145.00
G3 Service Fees			
Tourist or Transit	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Return Delivery Fees			
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			

Send Completed Order Form and All Required Documents To:
G3 Global Services, Attn: Visa Department, 2425 West Loop South, Suite 310, Houston, TX 77027
 713.574.1731 Phone | 866.945.8472 Toll Free | 866.611.6960 Fax | Houston@g3visas.com
www.g3visas.com



Send to: G3 Global Services
 Attn: Visa Department
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

**HOUSTON
CHINA**

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

Traveler Names

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

Visa Service

Visa Type: Tourist Business
 Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

1.18 家庭住址 Home address		1.19 邮政编码 Zip Code		
1.20 电话/手机 Home/mobile phone number		1.21 电子邮箱 E-mail address		
1.22 婚姻状况 Marital status <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify):				
1.23 主要家庭成员 (配偶、子女、父母等,可另纸) Major family members (spouse, children, parents, et c., may type on separate paper)	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
1.24 紧急联络人信息 Emergency Contact	姓名 Name		手机 Mobile phone number	
	与申请人的关系 Relationship with the applicant			
1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa				

二、旅行信息 Part 2: Travel Information

2.1 申请入境事由 Major purpose of your visit	<input type="checkbox"/> 官方访问 Official Visit	<input type="checkbox"/> 常驻外交、领事、国际组织人员 As resident diplomat, consul or staff of international organization <input type="checkbox"/> 永久居留 As permanent resident <input type="checkbox"/> 工作 Work <input type="checkbox"/> 寄养 As child in foster care
	<input type="checkbox"/> 旅游 Tourism	
	<input type="checkbox"/> 交流、考察、访问 Non-business visit	
	<input type="checkbox"/> 商业贸易 Business & Trade	
	<input type="checkbox"/> 人才引进 As introduced talent	
	<input type="checkbox"/> 执行乘务 As crew member	
	<input type="checkbox"/> 过境 Transit	
<input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status	<input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status	
<input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons	<input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons	
<input type="checkbox"/> 短期学习 Short-term study for less than 180 days	<input type="checkbox"/> 长期学习 Long-term study for over 180 days	
<input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage	<input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist	
<input type="checkbox"/> 其他(请说明)Other (Please specify):		
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue	
	<input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue	
	<input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue	
	<input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue	
	<input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.3 是否申请加急服务 Are you applying for express service? 注: 加急服务须经领事官员批准, 将加收费用。Note: Express service needs approval of consular officials, and extra fees may apply.		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2.4 本次行程预计首次抵达中国的日期 Expected date of your first entry into China on this trip (yyyy-mm-dd)		

2.5 预计行程中单次在华停留的最长天数 Longest intended stay in China among all entries		Days
2.6 在中国境内行程（按时间顺序，可附另纸填写） Itinerary in China (in time sequence, may type on separate paper)	日期 Date	详细地址 Detailed address
2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?		
2.8 中国境内邀请单位或个人信息 Information of inviter in China	姓名或名称 Name	
	地址 Address	
	联系电话 Phone number	
	与申请人关系 Relationship with the applicant	
2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.		
2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months		

三、其他事项 **Part 3: Other Information**

3.1 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.2 是否曾经被拒绝签发中国签证, 或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions? ①严重精神障碍 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能危害公共卫生的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories affected by infectious diseases in the last 30 days?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。 If you select Yes to any questions from 3.1 to 3.5, please give details below.	

3.7 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此或另纸说明。

If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.**

偕行人信息 <i>Information</i>	偕行人 1 Person 1 粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 Person 2 粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 Person 3 粘贴照片于此 <i>Affix Photo here</i>
姓名 Full name			
性别 Sex			
生日 DOB(yyyy-mm-dd)			

四、声明及签名 Part 4: Declaration & Signature

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。

I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.

4.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。

I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。

I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.

→ 申请人签名

Applicant's signature:

日期

Date (yyyy-mm-dd):

注：未满 18 周岁的未成年人须由父母或监护人代签。Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.

五、他人代填申请表时填写以下内容 Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form

5.1 姓名 Name		5.2 与申请人关系 Relationship with the applicant	
5.3 地址 Address		5.4 电话 Phone number	
5.5 声明 Declaration 我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.			
代填人签名/Signature:		日期/Date (yyyy-mm-dd):	

工作情况说明

JOB DESCRIPTION

This form is not required for the following applicants:

Housewife/Unemployed/High school and under/Retired

<p>公司名称 Employer/Company Name 或 Or 大学名称 College Name (For College Student)</p>	
<p>公司性质说明 Business Description 或 Or 大学专业 Major (For College Student)</p>	
<p>申请人职位 Job Title</p>	
<p>申请人职位说明 Brief Job Description</p>	

***Please attach this form on the second page of the application form**

Affidavit of Consent for Children Travelling Abroad

To whom it may concern,

I / We, _____
full name(s) of parent(s) / person(s) / organization giving consent

Address: _____
street address, city

province, country

Telephone and email: _____
Telephone _____ *email* _____

am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

Child Information:

Name: _____
child's full name

Date and place of birth: _____
dd/mm/yyyy _____
city, province

Number and date of issue of passport (if available): _____
Number _____ *dd/mm/yyyy*

Issuing authority of passport (if available): _____
country where passport was issued

Birth certificate registration number _____
Number

Issuing authority of birth certificate _____
province / country where birth certificate was issued

This child has my / our consent to travel alone **or** This child has my / our consent to travel with

Accompanying Person:

Name: _____
full name of accompanying person

Relationship to child: _____
mother, father, grandparent, sister, brother, relative, friend, other

Number and date of issue of passport: _____
Number _____ *dd/mm/yyyy*

Issuing authority of passport: _____
country where passport was issued

Contact Information during trip:

Destination(s): _____
name of destination country / countries

Travel dates: _____
date of departure to date of return

to stay with / at (if applicable) _____
name of person with whom child will be staying / hotel or other

at the following address(es) _____
street address(es), city (cities)

_____ *province(s)/state(s), country (countries)*

Telephone and email _____

This affidavit must be signed before an official who has the authority to administer an oath or a solemn declaration.

Signature (s) of person(s) giving consent

_____ (signature)

Name:

_____ (signature)

Name:

Date:

Subscribed and sworn before me

this _____ day of _____, 20_____

At _____

_____ (Signature)

Name of Official _____

Title: _____



Sample Business Letter From U.S. Company

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

June 1, 2016

Consulate General of China, Houston
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your 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*). 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: 10-12345678

(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 single entry business visa valid for one month. (*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.)

Sample Letter



Details for Business Invitation From Chinese Company

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
- 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 flight crew or non-US citizens)
- Requested duration of the visa (3, 6 or 12 months)
- 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.*



VISAS
& PASSPORTS

Sample Business Invitation Letter from Chinese Company

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

June 1, 2016

Consulate General of China, Houston
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*), date of birth 25 December 1970 (*insert your birth date*). During this trip he has scheduled meetings to discuss the sales and distribution of his company's products. He will visit 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.

We request that you issue him a single entry business visa valid for three months. (*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