

[COMPANY LETTERHEAD]

Chinese Embassy
31 Portland Place
London
W1B 1QD

[DATE - no longer than 3 months]

Dear Sir/Madam

This letter is to confirm that [FULL NAME, GENDER, DATE OF BIRTH, NATIONALITY & PASSPORT NUMBER OF TRAVELLER, GENDER] will be visiting [NAME OF CHINESE COMPANY] for business meetings between the [ENTRY DATE] and the [RETURN DATE] and will require a [MULTI or SINGLE] entry visa.

We also confirm that [NAME OF TRAVELLER or NAME OF CHINESE COMPANY] will cover all financial expenses incur whilst in China.

Please feel free to contact me on [CHINESE COMPANY'S TEL NO AND FULL ADDRESS] if you have any questions.

I thank you for your assistance in granting a visa for [NAME OF TRAVELLER].

Yours faithfully,

[NAME AND JOB TITLE - must be managerial job title]