

[COMPANY LETTERHEAD]

[company address and phone number]

September 01, 2017 **(Date)**

To the Chinese Consulate, Visa section,

Re: John Doe **(applicant name)**
Business inc. **(applicant's company name)**
Gender: Male **(gender)**
Date of Birth: 08/08/1980 **(date of birth)**
Passport number: 112112112 **(Passport number)**

We are pleased to invite Mr. John Doe, our potential business associate **(relationship)**, to come and visit our office/factory which is located in Guangzhou, Guangdong **(city/province)**, China. Between October 01st and October 20th, 2017 **(dates)**. Mr. John Doe will be coming to see our products and discuss future business matters **(purpose of visit)**. We look forward to welcome him abroad.

Sincerely,

Zhang Wang Li **(signature)**

Zhang Wang Li **(inviter)**
General Manager **(title)**



(official company stamp)