

Company Letterhead

Consulate General of China

(Date)

To Whom It May Concern:

Mr./ Ms. *(Traveler's Full Name)* is one of our employees. Mr./ Ms. *(Traveler's Full Name)* has been with *(Name of Company)* for the past *(# of years)*, and will be traveling for business, on behalf of our company, to China from *(Date of entry)* to *(Date of Exit)* for a total of *(# of Days)* days and will return *(# of Times Traveler Is Expected To Return to This Country if Requesting a Multiple Entry Visa)* over the next *(One or Two)* years to conduct business meetings on behalf of *(Name of Company)*.

While there, Mr./ Ms. *(Traveler's Full Name)* will be contacting *(Local Contact Name And Company Name)*. His/ Her address is *(Exact Street Address)*. The phone number is *(Number)*.

Mr./ Ms. *(Traveler's Full Name)* will be staying at *(hotel name, address, and phone number)* during the trip. *(Company Name)* hereby guarantees sufficient funds for Mr./ Ms. *(Traveler's Full Name)* stay, as well as accommodation, round trip air transportation, and full medical insurance coverage.

Therefore, we kindly ask the consulate to issue Mr./ Ms. *(Traveler's Full Name)* a Business Multiple Entry visa valid up to *(1 or 2)* years at your earliest convenience.

Thank you for your assistance.

Sincerely,

(Authorized Signer other than the Traveler)

(Signer's Title)