(Please **DELETE** the content between the brackets, after choosing the ones you used)

Company Name:

Address:

Tel:

Email:

INVITATION LETTER FOR BUSINESS VISA

To: General Consulate of the People’s Republic of China in Milan

Dear Sir or Madam:

We are very pleased to invite (Mr. or Mrs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to come to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for visiting and business negotiation. The business trip will start from (date) \_\_\_\_\_\_\_\_\_\_ to (date) \_\_\_\_\_\_\_\_\_\_\_\_\_. And because the long business co-operation in future between (invited person or company) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and us, they will come to China for many times, for which we would be grateful if you could issue business visa:

(single/double/multiple) \_\_\_\_ entry with validity of (three/six/twelve) \_\_\_\_\_ months and (thirty/sixty/ninety) \_\_\_\_\_ days for each stay.

All expenses of (Mr. or Mrs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s journey to/from China, their stay in China as well as health insurance will be borne by themselves.

The personal details below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: | Gender: | Date of Birth: | Citizenship: | Passport number: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

We send you our kindest regards.

Yours sincerely,

General Manager signature and Seal

Date