

## China Inviter's Company Letter Head

Date:

Visa Office of the People Republic of China  
3<sup>rd</sup> Floor, China Resources Building  
26 Harbour Road, Wan Chai, Hong Kong

Dear Visa officer,

We are pleased to invite **Name of the applicant** to visit **Name of the Company** In **exactly the City's name**.

Name: **Full name as of in the passport**

Title: **Business title**

Nationalities:

Gender:

Passport number:

Passport Issue Date:

Passport Expiry Date:

Date of Birth:

Company: **Hong Kong Company's Fully Name**

Purpose of visit: **e.g. Site Visit, Business Meeting**

Planned of visit: **1<sup>st</sup> period**

**2<sup>nd</sup> period (if apply for Multiple entries)**

Mr. / Ms. \_\_\_\_\_'s business trip is urgent and essential, \_\_\_\_\_

(Please explain why need to visit China during COVID-19 period with **reasons in details**) \_\_\_\_\_

\_\_\_\_\_.

We hereby guarantee that we will be responsible for all expenses incurred by

Mr. / Ms. \_\_\_\_\_ during **his/her** stay in China.

It would be appreciate if multiple entry visa within a year can be granted to **him/her** for the purpose.

Thank you in advance for your attention.

Yours Sincerely,

Sign & Name of the China Company's contact person

Endorse with Company Chop