

## Invitation Letter

Date .....

Name and company address of person invited.

Dear.....(name).....  
Passport number.....  
Passport issue date.....  
Passport expiry date.....  
Date of birth.....  
Nationality.....  
Gender.....

We sincerely invite you to come to China to attend the business meeting from...(date)..... to ...(date)...

We will inform you of the hotel and logistics arrangement in a short while.  
All the expenses occurred on this trip will be paid for in full by ...(company)..  
Please kindly apply for the Chinese visa as soon as possible to avoid any delay.

If you have any questions feel free to contact the undersigned.

Yours Faithfully

Company stamp  
Signature  
Printed name  
Position in firm  
Company name and address in China.