

Sample Business Letter

If your application will be submitted to the following Consulates: San Francisco, Houston, Los Angeles, New York or Chicago, it must be addressed to: Consulate General of PR of China

If your application will be submitted to the Washington DC Embassy, it must be addressed to: Embassy of PR of China

Company Letterhead

(DATE)

EMBASSY/CONSULATE GENERAL OF (Country of destination)

RE: Business Visa for (Applicant's name)

This is to introduce (Applicant's name) who is employed by (Company) as (Job title).

*(Briefly describe the nature of US company business. **Avoid these words: work, train, assist** when describing the nature of business or activities to be conducted).*

(Applicant's name) will be traveling to (Country of destination) for business meetings.

(Applicant's name) will be visiting *(include the name(s) and address(es) of company(ies) with which applicant is going to meet with).*

(Applicant's name) will be meeting with *(include name(s) of person(s) to be contacted in country of China, phone number(s) and his/her/their functions at the (name of company).*

(Applicant's name) will be traveling to (Country of destination) on (date) and will be departing on (date).

Based on our experience, we feel confident that (Applicant's name) will maintain a high degree of integrity while in your country. Our company will assume full financial responsibility for *(his/her)* trip and insure *(him/her)* round-trip transportation to and from (Country of destination), as well as all local expenses while in the country.

(Applicant's name) will provide no technical services and has no intention to immigrate to (Country of destination).

Should you need any additional information, please feel free to contact me at (Contact ph#/email).

Sincerely,

(SOMEONE OTHER THAN APPLICANT)

(Original signature in ink)

(Name)

(Title)