

RE: China Business Visa for Mr./Mrs. (Applicant's name)

This is to introduce **Mr./Ms. __ (Applicant's name) __** who is employed by **__ (Company/School) __** as **__ (Job title) __**. (Describe the Nature of the U.S. employer's work)

Mr./Ms __ (Applicant's name) __ will be going to China for business meetings (Describe nature of business and activities to be conducted in China). **Mr./Ms __ (Applicant's name) __** will be visiting (inform name(s) and address(es) of Chinese contact(s) with which applicant is going to deal/negotiate with). He/She will be meeting with (Inform Name(s) of person(s) to be contacted in China, phone number(s) and his/her/their functions with the Chinese contact(s))

Mr./Ms __ (Applicant's name) __ plans to travel to China on **_(date)_** and stay there until **_(date)_**. He/she works as an employee of _____, however has residency in a different State.

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

Mr./Ms __ (Applicant's name) __ will provide no technical services and has no intention to immigrate to China.

Should you need any additional information, please feel free to contact me at _____

Sincerely,

(Signature)

(Name)

(Title)

