

*(Company Letterhead)*

*This is a SAMPLE letter – please use your own wording for your letter. The letter has to be on Company letterhead and signed by an authorized representative other than the applicant.*

To the **Consulate-General of the People’s Republic of China in Houston, Texas**  
Consulate Department  
Visa Section

*(Date)*

Dear Consul Direction of The People’s Republic of China,

This letter is to introduce *(full legal name of applicant as show in passport, with passport number)*, who is an employee of *(Company Name)* traveling to your country on *(date of travel)* for the purpose of *(e.g business negotiations)*.

*(Name of applicant)* will meet with representatives of *(Inviter’s company information; address, phone number and contact information)*. *(Your company Name)* takes full financial responsibility for the traveler while he/ she is in your country and guarantees coverage for all travel expenses and return transportation. *(Name of Applicant)* will not become dependent on the Chinese government at any time during their stay and will maintain their residency in the United States. *(Name of Applicant)* will not perform any technical jobs or assistance during their stay in China.

Please issue the 10 year multiple entry “M” Business visa at your earliest convenience. Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,

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(Supervisors Signature)  
Name & Contact Information