

(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)* who is submitting the required documents to secure a single entry “Z” visa.

(Name of applicant and job title) will be working 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. *(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.

Please issue the single entry “Z” Employment visa at your earliest convenience. Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,

(Supervisors Signature)
Name & Contact Information