

ABC COMPANY (COMPANY LETTERHEAD)

123 Main St.
New York, NY 12345,
212-123-4567 (address and phone number)

September 01, 2023 (Date)

To the Chinese Consulate, Visa section,

Re: John Doe (applicant name)
ABC Company inc. (applicant's company name)
Gender: Male (gender)
Date of Birth: 08/08/1980 (date of birth)
Passport number: 112112112 (Passport number)

We are pleased to invite Mr. John Doe, our potential business associate (relationship), to come and visit our office/factory which is located in Guangzhou, Guangdong (city/province), China. Between October 01st and October 20th, 2023 (dates). Mr. John Doe will be coming to see our products and discuss future business matters (purpose of visit). We look forward to welcome him abroad.

Sincerely,

Zhang Wang Li (signature)

Zhang Wang Li (inviter)
General Manager (title)



(official company stamp)