

公司易市莱贸公司国际贸易有限公司莱恩

**COMPANY NAME + LOGO + CONTACT INFO + ADDRESS**

中国宁波鄞州区高桥镇乡成大道 148 中国宁波 楼 中国宁波

2/F YINZHOU WER A NO. 139 XIANGROAD, GAOQIAO YINZHOU NINGBO, CHINA

电话/Tel: +86-574-88391382

传真/Fax: +86-574-56877039

Date: DAY / MONTH / YEAR

Consulate General of the People's Republic of China  
Visa section

**Do NOT mention: 'the Netherlands'**

Re: Chinese Business Visa for:

Name : FULL NAMES AS WRITTEN IN PASSPORT

Date of birth: XXXXXXXXXXXX

Gender: XXXX

Passport Number: XXXXXXXXXXXX

Nationality: XXXXXXXXXXXX

Job Title: XXXXXXXXXXXX

Date of arrival & departure: DAY / MONTH / YEAR to DAY / MONTH / YEAR

? SECOND TRIP Date of arrival & departure: DAY / MONTH / YEAR to DAY / MONTH / YEAR

? THRID TRIP Date of arrival & departure: DAY / MONTH / YEAR to DAY / MONTH / YEAR

Dear Sir / Madam,

Pleas be informed that Mr. XXXX from COMPANY is invited for a business visit to our company in China.

DUTCH COMPANY and CHINESE COMPANY have established

good business relationship over the years. The purpose of this visit is to explore the possibility of further business cooperation with our company.

During this stay, all expenses incurred will be borne by himself through COMPANY

If you need further information, please feel free to contact me. I can be reached at:

0086:XXXXXXXXXX

We would appreciate if you could kindly grant him appropriate business Visa so that he can make the trip. Thank you for your kind consideration. IN CASE OF A DOUBLE OR MULTIPLE VISA --> MENTION THIS!

MENTION WHEN AND WHY THE SECOND AND/OR THIRD TRIP IS NEEDED - GIVE MANY DETAILS ON THE PURPOSE

Yours truly,

Name: FULL NAME

Job Title: XXXXXXXXXXXX

SIGNATURE (with a pen)

+

STAMP



Handwritten signature in black ink.



**IMPORTANT:**

Write down in the invitation letter:

- Nature of the Chinese Company
- Nature of the Dutch Company
- Relationship between both Companies
- Nature of the visit