

## Sample Business Letter for China

(WRITTEN ON YOUR COMPANY LETTERHEAD)

TO: The Consulate General of China in the USA

**(Your company)** is pleased to introduce **(Applicant's full name & title)** who is traveling to China on **(approx. dates of travel)** for the purpose of **(business discussions, or negotiations etc)**.

While visiting China, **(applicant's name)** will meet with representatives of **(name and address of host company in China)**.

**(Your company)** hereby guarantees the financial expenses of the applicant while **(he/she)** is visiting your country and **(his/her)** return transportation to the USA. We appreciate the issue of the visa without delay.

Sincerely,

**(Signatory should be a Company manager, other than the applicant)**