

<COMPANY LETTERHEAD – if more than one office is mentioned, the phone numbers and full address of each mentioned office must be supplied, in the text of the letter if necessary>

Chinese Consulate Manchester

<DATE – *no older than 3 months*>

Dear Sir/Madam

This letter is to confirm that

- ⑩ FULL NAME, GENDER,
- ⑩ DATE OF BIRTH, NATIONALITY
- ⑩ PASSPORT NUMBER OF TRAVELLER
- ⑩ Valid and Expiry Date of passport

will be visiting <NAME OF CHINESE COMPANY> for <SPECIFIC PURPOSE OF TRIP, *including details of any relationship between the companies concerned*> between the <ENTRY DATE> and the <RETURN DATE> and will require a <MULTI *or* SINGLE > entry visa.

We also confirm that <NAME OF TRAVELLER *or* NAME OF CHINESE COMPANY> will cover all financial expenses incurred whilst in China.

Please feel free to contact me on <CHINESE COMPANY'S TEL NO AND FULL ADDRESS> if you have any questions.

I thank you for your assistance in granting a visa for <NAME OF TRAVELLER>.

**stamp and sign**

Yours faithfully,

<NAME AND JOB TITLE – *must be managerial job title*>