

# <LETTERHEAD IF AVAILABLE>

<COMPANY ADDRESS>

<Date>

(**Embassy/Consulate**) of the People's Republic of China in (**City of Submission**)

Visa Office

Dear Sirs/Madam:

This letter is to inform you that our employee, <**Applicant's Name**>, will be traveling on <**Date of Entry**> to China leaving <**Date of Exit**> to <**Purpose of visit**>. <**Company Name**> guarantees expenses and return airfare to the United States for this trip. <**Applicant's Name**> needs to visit China frequently for business purposes.

Thank you for your assistance in granting this multiple entry visa.

Sincerely,

<**Authorized Signature**>

<**Title**>

<**Phone Number**>