

Date:

Chinese Embassy/Consulate in Sweden

Consular Section

Dear Visa Officer:

We would like to invite (name of the applicant) to visit our company. The details of the applicant is as below:

- Full name:
- Gender:
- Date of birth:
- Nationality:
- Passport number:

Purpose of the visit is (describe the reason for the visit, for example, business negotiation, visiting factories, signing contracts and so on) during the period of (arrival date) and (departure date). The applicant is going to visit our company in (city's name). Our company is (describe inviters business and the relationship with the applicant).

(Inviting party) guarantees that the applicant will abide by the laws and regulation of China and will return to the home country before expiry of the visa. All expenses to be incurred by the applicant will be borne by (inviting company or the applicant).

We request you to issue a business visa with (single or double or multiple) entry (amount of months, for example, 3 months) validity, each entry (amount of days, for example, 30 days).

Thank you for your consideration.

Yours truly,

(Authorized Signatory Name)

(Position, for example, CEO, HR, business development manager)

(contact telephone number)

(Email address)

(Detailed address of inviter)

(official stamp)

(signature)