

Briefkopf von der Firma aus China

Invitation

To the Visa Department of
Embassy of the People's Republic of China In Germany

Dear Visa Officer,

we would like to request a business visa for Mr. XXXX, Product Manager of XXXX GmbH, who will visit our company from 01 Nov. 2017 to 10 Dez. 2017.

Detailed information on Invitee: Name: XXXX
Passport Nr.: XXXX
Date of birth: year-month-day

He will meet with our business associates during his visit in XXXX (e.g. Shanghai) to further discussion on our business cooperation. (Or: to check the product / to carry out Installation of the XXXX machine).

Since Mr. XXXX is expected to visit our company in China frequently in the near future, we would appreciate it if you could issue him a multiple entry visa for one year and max. 60 days per stay.

Many Thanks in advance.
Best regards,

XXXX

(with signature and Chinese stamp)

(Hinweis: die Einladung soll auf dem Firmenbogen der einladenden Chinesischen Firma erstellt und anschließend mit Chinesischem Firmenstempel und Unterschrift versehen werden !

用公司信笺打印, 盖公司中文印章, 签名, 扫描 后发给受邀人)