

BUSINESS LETTER SAMPLE FOR CHINA

**ABC COMPANY, INC.
123 Anywhere Street
Bethesda MD 20817
info@abc.com
301-123-0000**

March 23, 2023

Embassy of China
Washington DC

Dear Sir/Madam:

ABC Company Inc. is a consulting and management company headquartered in Bethesda, Maryland, performing valued added acquisition, technical and management support services for commercial sectors since 2001.

We are writing to request a business visa for multiple entries for one of our employees, Ms. Jane Doe, who is anticipated to travel to China for a business meeting with our customer's leadership team in China, XYZ Ltd, to discuss opportunities for North American markets. The address of our customer in China is No. 456,380, Jiaxi Road, Dipu Distric, Anji County, Huzhou City, Zhejiang Province, China. Telephone #: 94-0274-000000. Ms. Doe anticipated arrival in China is on April 23, 2023 and stay there until approximately May 15, 2023.

Ms. Jane Doe is Vice President of Marketing Department of ABC Company Inc, passport # 123456789, date of issue: 10 February 2021, date of expiration: 09 February 2031.

ABC Company, Inc. guarantees roundtrip transportation, financial support and good moral conduct for Ms. Jane Doe. During her visit, Ms. Doe will fully observe the laws of China. If you require further information, please contact me using the information below.

Thank you in advance for your assistance and consideration in granting this visa to Ms. Doe.

Sincerely,

Donald Tan
Director of Marketing Department
301-123-0000, extension 1
dtan@abc.com