To, Date: Dd/mm/yyyy

The Visa Officer,

Embassy Of The People’s Republic Of China

Delhi.

Sub: Request for Issuance of Business visa

Dear Sir/Madam,

We would like to inform you that our company xxxxxx- (DESINGATION)- Mr. xxxxxxx, would like to visit China for business meeting with M/s xxxxxxx from dd/mm/yyyy to dd/mm/yyyy. During this visit all travel expenses will be borne by the company. Please find herewith his passport details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Passport No. | Place of Issue | Date of Issue | Date of Expiry |
| Mr. xxxxxxx | xxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed necessary documents- Passport, application form, photograph, and Invitation letter for your kind ready reference.

We would appreciate if you could grant him a business entry visa for the necessary period at the earliest.

Thanking for you,

Yours truly,

**For, xxxxxx (company name)**

**Mr. xxxxx (applicant name)**

**Xxxxxx (designation)**