Date:

To,

The Visa Officer,

Embassy of People’s Republic of China,

New Delhi

Subject: Issuance of Business Visa

Dear Sir,

This is to inform you that our Company(designation and name of the applicant)would like to visit People’s Republic of China for Business Purpose between (mention travel dates)

Passports details mentioned below:

**Name:**

**Passport No:**

**Issue of Date:**

**Date of Expiry:**

All the expensed related to this trip will be borne by company.

I request you to kindly accept the documents and issue the necessary visa to me for travel.

Thanking you.

For ( Company Name)

Signing authority name

Designation with stamp