Date: 09/02/2023

To,

The Visa Officer,

Embassy of People’s Republic of China,

New Delhi

Subject: Issuance of Business Visa ( single /double or multiple)

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 the detailed visiting purpose between (travel dates) for the duration of stay

Passports details mentioned below:

**Name:**

**Date of Birth:**

**Gender:**

**Passport No:**

**Issue of Date:**

**Date of Expiry:**

**Place of Issue:**

**Nationality:**

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