

{Company Letterhead from China}

April 10, 2010 {date}

To Chinese Embassy,

Re: John Doe **{applicant name}**

112112112 **{passport number}**

USA **{country of citizenship}**

This is an official letter of invitation to Mr. John Doe **{name of applicant}**, to come visit our factory in **{state}**, China for the time period of April 12 until April 16, 2010**{dates}**. Mr. Doe will be supervising the manufacturing of toys from our company **{purpose of trip}**. Please grant him a business visa to China.

Sincerely,

Ning ku kwi **{signature}**

Ning Ku Kwi **{inviter}**

Managing Director **{title}**