

Cover Letter / Request Letter / Profile Letter

Dear Chinese Embassy (Consulate General)

Our company (NAME OF THE COMPANY) is mainly engaged in (MAIN PURPOSE OF BUSINESS OR TRADE THAT COMPANY DOES) and is registered in (COMPANY REGISTRATION ADDRESS).

Now the company would like to introduce Mr./Mrs./Ms. (NAME OF THE APPLICANT) who is the (EMPLOYMENT STATUS) of the company and (NAME OF THE APPLICANT) is working since (DATE OF JOINING). (NAME OF THE APPLICANT) plans to go to China to negotiate (BUSINESS OR TRADE PURPOSE, such as the explanation of kind for the products they plan to export or import from china) business with (NAME OF CHINESE COMPANY). The estimated arrival date in China is (DATE OF ARRIVAL) and the departure date from China is (DATE OF DEPARTURE).

The company guaranteed that the applicant's details as below-mentioned is true and genuine:

| | | | |
|---------------------|--|------------------------|--|
| NAME: | | PASSPORT NUMBER | |
| DESIGNATION: | | DATE OF BIRTH: | |

The expenditure during the stay in China will be borne by (NAME OF SPONSOR COMPANY).

COMPANY NAME: _____

PERSON INCHARGE NAME: _____

INCHARGE ID CARD OR PASSPORT: _____

SIGNATURE / STAMP: _____

DATE: _____