

Chinese company letterhead (Firmenbriefbogen)

Invitation

Dear Visa Officer,

We, ABC company in China, have business cooperation with company DEF in Germany for many years / since 20xx. We are the reliable supplier for DEF Germany.

In order to develop our business further, we would like to invite

Mr. XXX from DEF

Passport number: 1234567890

Date of birth: DD.MM.YYYY

to visit our company and attend several meetings for further discussion about the business cooperation from DD.MM.YYYY to DD.MM.YYYY.

We would highly appreciate if you can issue a F/M Visa with 3, 6, 12 months validity and one entry - two entries - multiple entries for a duration of each stay of xx days after entry for Mr. XXX.

Sincerely Yours

Chinese company stamp + signature

Chinese company name

Name of inviting person

Telephone number of inviting person

Email address of inviting person

Chinese company address