

## **Introduction Letter Instructions (from CIBT)**

- Write one letter for each country and for each applicant
- All letters must be on company letterhead
- Replace all information in parentheses with the data for this trip
- A consulate address is not necessary
- **THE LETTER CANNOT BE SIGNED BY THE APPLICANT**

**Sample Introduction Letter – Business Visit**  
**Must be on official letterhead and include the university/company seal**

Attention: Consulate General of the People’s Republic of China  
520 12<sup>th</sup> Avenue  
New York, NY 10036  
[mm/dd/yyyy]

Dear Chinese Consulate:

This letter is to confirm that Mr./Ms. [traveler's full name] , a national of [country name] , is engaged as a (n) [job title] at the[company] .

[traveler's name] will be traveling to [city] , China from [mm/dd/yyyy] to [mm/dd/yyyy], for a total of [ # ] days to conduct the following business activities:

1. [detail as much as possible the business to be conducted]
2. [detail the validity of the requested visa]
3. While in China, [traveler's name] will visit[person/place name] ,[person title] , [visiting company's name, address and phone number] .

During [his/her] visit, Mr./Ms. [traveler's name] will be staying at [hotel name, address, and phone number] . Mr./Ms. [traveler's name] ’s travel expenses will be covered by [self/company/organization] , including hotel accommodations.

I kindly ask your assistance in issuing Mr./Ms. [traveler's name] ’s [#months, #-entry] visa at your earliest convenience. Thank you for your time. Please contact me should you have any questions.

Sincerely,

[Signature of supervisor]

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[supervisor's name]  
[job title]  
[address]  
[phone number]  
[email address]