

CHINACORP LETTERHEAD 中国公司抬头纸

COMPLETE ADDRESS AND PHONE NUMBER

DATE:

Embassy of the People's Republic of China in Malaysia
1st Floor, Plaza OSK,
25, Jalan Ampang, 55000
Kuala Lumpur, Malaysia

INVITATION LETTER

Dear Sir or Madam:

Please be informed that <<CHINA COPR>> is officially invites the following personnel to visit our company for a business discussion with our company in <<CITY>>, <<PROVINCE>>, China.

The invited person's personal details as follows:

No	Name	Passport No
1	Your name	Your passport no

The purpose of his visit is to explore the possibility of further business cooperation with our company on <<SOME DETAILS>>.

During his stay, the accommodation expenses incurred will be borne by himself.

If you need further information, please feel free to contact with me. I can be reached at: <<DIRECT or CELL PHONE #>>.

We would appreciate if you could kindly grant him business visa so that he can make the trip. Thank you for your kind consideration.

Yours truly,

<<Name of Inviter>>

<<Job Title>>

<<Inviter's Direct Phone #>> <<Signature>>



Affix Company Seal/Stamp