

**MALAYSIA COMPANY LETTERHEAD**  
Complete Address and Telephone number

Date:

Embassy of the People's Republic of China, Kuala Lumpur  
1<sup>st</sup> Floor, Plaza OSK,  
25, Jalan Ampang,  
50450, Kuala Lumpur

Dear Sir,

**RE: VISA APPLICATION FOR BUSINESS VISA**

We would like to apply for Visa to enter China for business purpose frequently from [ Date]. We have great pleasure to furnish herewith the details of visiting persons for your kind approval.

<b><u>NO</u></b>	<b><u>NAME</u></b>	<b><u>PASSPORT NUMBER</u></b>
1.	Your Name	Your Passport Number

Thank you for your kind attention, your co-operation will be highly appreciated.

Yours faithfully,

YOUR COMPANY NAME

Signature  
[Name of signatory]  
[Position]