

# 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, training and factory visit with our company in <<CITY>>, <<PROVINCE>>, China.

The invited person's personal details as follows:

NAME IN THE PASSPORT : (applicant name)  
PASSPORT NUMBER : (applicant passport number)  
DATE OF ISSUE : (applicant passport date of issue)  
DATE OF EXPIRY : (applicant passport date of expiry)  
PLACE OF ISSUE : (applicant passport place of issue)  
DATE OF BIRTH : (applicant date of birth)  
NATIONALITY : (applicant nationality)

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 with multiple entry so that he can make the trip. Thank you for your kind consideration.

Yours truly,

<<Signature>>

<<Name of Inviter>>

<<Job Title>>

<<Inviter's Direct Phone #>>

<<Inviter's Email>>

Affix Company Seal/Stamp

