

To:

Visa Section

Embassy of China/Consulate of China in New York / San Francisco / Los Angeles / Chicago

(please note: consular district depends on your state of residency; list of consular districts can be found on page 2)

Dear Sir / Madam

Please provide below the following information:

*(The following information is required for a **M-** and **F-visa** invitation letter)*

LETTER HEAD

1. 被邀请人个人信息(applicant's personal information):
 - A. 姓名 (name as shown on passport)
 - B. 性别 (gender)
 - C. 出生年月日 (date of birth)
 - D. 国籍 (nationality)
 - E. 所任职的公司全称以及其职务: (full name of the company which the applicant works for and the job title)
2. 赴华目的 (将从事何种商务活动): purpose of the visit (what kind of business)
3. 将访问哪个省和城市: What city and province will the applicant visit?
4. 拟何时入境并何时离境: date of arrival and leaving
5. 被邀请方与邀请方之间是什么样的业务关系 (What kind of relationship between the Chinese company and the US company? Or What relationship between the applicant and the person who invited him/ her?)
6. 谁将负责被邀请方的行程费用 (Who will bear the cost of the applicant's accommodations in China?)
7. 邀请方单位全称 (full name of the unit / company which invited the applicant):
8. Visa type: please provide assistance in granting appropriate entry type for visa
9. 邀请方需提供联系人的 (Who will the applicant contact with in China):
 - A. 姓名 (name of the person)
 - B. 在邀请单位中的职位 (Job title in the unit or company)
 - C. 联系地址 (detail of the address)
 - D. 电话以及电子邮箱 (direct contact phone number and email address)
10. 邀请人签名以及公司公章 signature and company seal

Depending on state of residence, please choose a consular district you need address your business letter to:

| S.No | Consulate General | Jurisdiction |
|-------------|--------------------------|--|
| 1 | New York | Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Vermont, Rhode Island |
| 2 | San Francisco | Northern California, Alaska, Nevada, Oregon, Washington, Idaho, Montana, Wyoming |
| 3 | Los Angeles | Southern California, Arizona, New Mexico, Utah, Colorado, Hawaii, U.S. Pacific islands including Guam, the Northern Mariana Islands and American Samoa |
| 4 | Chicago | Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Wisconsin, Nebraska, North Dakota, South Dakota |

| Chinese Embassy |
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| Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Washington D.C., West Virginia |