

January 1, 2010

To the Chinese Consulate:

Dear Sir or Madam of China Embassy,

We would like to request a business visa for Mr. Joe Smith, General Manager of ABC Company, who will visit China in January 2010. During the visit, he will meet with our business associates in Beijing to discuss issues of business cooperation. Since Mr. Smith is expected to visit China multiple times in the near future, we would appreciate it if you could issue him a multiple entry visa.

Our company will be financially responsible for Mr. Smith's visit, including roundtrip international airfare, room and board among other travel expenses.

If you have any questions, please feel free to contact us at 1-800-123-4567 or send me email jsmith@abccompany.com.

Kind regards,

Jane Doe
President