Printed on company letterhead paper

Chinese Consulate

Visa Section

Date,

Subject: Employers’ Statement

Dear sir, madam,

We herewith confirm that (name traveller) is employed at (name employer) since (date) as (job title).

(Passport number ) and date of birth is (date)

Please issue a (single-/double-entry) tourist visa for (name traveller)

Thanking you in advance for your kind co-operation in granting the visa, we remain.

Signature

Name and job title of signee