

深圳某某材料有限公司
Shenzhen OOOOO Material Co. Ltd

Invitation

To the Visa Department of
Embassy of the People's Republic of China
In Germany

2015-01-08

Dear Visa Officer,

We would like to request a business visa for Mr. Frank Mustermann, Manager of
ABC GmbH, who will visit our company from 10 Feb. 2015 to 10 Feb. 2016.

Detailed information on Invitee:

Name: Frank Mustermann

Passport Nr.: 2030405060

Date of birth: 1965-08-08

He will meet with our business associates during his visit in Shenzhen to further discussion
on our business cooperation. (Or: to check the product / to attend meetings, trade talks).

Since Mr. Mustermann is expected to visit our company in China frequently in the near
future, we would appreciate it if you could issue him a multiple entry visa for one year and
max. 60 days per stay.

Thanks in advance.

Best regards,

John Chen (**with signature and Chinese stamp**)

Shenzhen OOOOO Material Co. Ltd
Address: Hongdu Rd. 300, 51707 Shenzhen
Phone number: 0086-755-12345678

(Hinweis: die Einladung soll auf Firmenbogen erstellt, anschließend mit Chinese Firmenstempel und
Unterschrift versehen, 用公司信笺打印, 盖公司中文印章, 签名, 扫描后发给受邀人)