

Letter of Invitation

Dear Sir,

This letter serves as a (multi- entry) invitation for the visit of Mr. XXX of XXX GmbH.

Name	Date of Birth	Passport No.	Valid until	Place of Birth	Nationality

The visits are scheduled from **YYYY-MM-DD** to **YYYY-MM-DD** one/two/several time(s) during this period with a duration stay of **30/60/90** days each entry.

The purposes of the visits are to hold business meetings and discussions about future projects concerning (for example: products manufactured in China/export to Germany/market situation about products) ... [please fill in as appropriate]

We understand that all costs of round-trip flight tickets, lodge and boarding, and medical insurances will be borne by **xxx** [please fill in as appropriate, for example "your/our company" or fill in the name of the institute responsible for the costs].

We look forward to meet you in our facility in China.

Yours sincerely

YYYY-MM-DD

Stamp (official stamp (red and round) of the company/institute, please make sure that is easily readable),

Signature

Name of the signer written in printed characters

Company address

Phone/Fax of the company