Date: 08.10.2024

To,

The Visa Officer

Embassy of the People’s Republic of China

New Delhi

Subject: Issue of Business visa (Mention Entries)

Dear Sir/Madam,

(Indian Company Profile in detailed)

This is to confirm that Mr/Mrs (Name of the applicant) (Employee ID: …………….) holder of Indian Passport Number is working with our organization since (Mention the date) Presently he is designated as (Designation). He is required to attend Business Meetings with (Invitee Company name and city name) in China from (Travel Date).

We kindly request your needful help to issue him the required visa at the earliest and oblige.

The relevant details of Mr/Mrs (Name of the applicant) are as under.

Name

DOB

Passport No

Date of Issue

Date of Expiry

All the travel, boarding and lodging expenses for this officer would be borne by our company (Company name).

Thanking you

Signing Authority Name:  
Designation

Seal

Signature