**PRINTED ON THE COMPANY LETTER HEAD**

Embassy of China  
443-445 Ave. de Tervuren  
1150 Woluwe Saint-Pierre, Brussels  
Belgium

[***PLACE***], [***DATE***]

Dear Sir, Madam,

We hereby declare that Mr./Mrs. ……………………………… [***SURNAME & NAME***] is employed by our company ……………………………………………………… [***COMPANY NAME***] as …………………………………………………………… [***FONCTION***] and will be travelling to …………………………………… [***PLACE***] in China from …………………… until ………………. [***DATES SPECIFIED AS IN THE INVITATION***].

Mr./Mrs. [***SURNAME & NAME***] ……………………………..….. will represent our company for ………………………………………………… [***REASON VISIT***] and will be visiting the company ……………………………………………………………. [***company details: name/contact/address/phone number of the company in CHINA***].

We will provide Mr./Mrs. ……………………………………. [***SURNAME & NAME***] with a return ticket and take all responsibility and expenses during this trip.

Please grant Mr./Mrs. ………………………………….. [***SURNAME & NAME***] a [***SINGLE/DOUBLE/MULTIPLE***] entry visa valid for ……………………………………………………. [***DURATION IN DAYS/MONTHS/YEARS***].

**Passport details:**

Full name in passport:

Passport number:

Date of issue:

Date of expiry:

**Details Belgian company:**

Company name:

Address:

Business activities:

Yours sincerely,

Signed by, Stamp

[***NAME & FUNCTION***]