*Letterhead of inviting company*

Embassy of China  
Brussels - Belgium

…………… (***place***),…………. (***date***)

Dear Sir, Madam,

We hereby declare that we invite Mr/Mrs (***surname, name traveler***). He/She will be travelling to (***place***) from – until (***travel date***). He/She will represent (***name and address Belgian* *company+ position in the company***).

He/She will be visiting the company (***name inviting company, name contact + telephone number + address of the company***) for (***reason of visit***)

We will take full responsibility for all expenses on behalf of (***surname, name traveler***) during this trip if needed.

Please grant Mr./Mrs.(***surname, name traveler***) a (***single/double/multiple***) entry visa valid for (***duration in*** ***days/months/years***).

His/her next trip is scheduled from(***first travel period***) until (**date of exit**).

**Passport details:**

GIVEN NAMES:  
SURNAME:

PASSPORT NUMBER:

DATE OF ISSUE:

DATE OF EXPIRY:

NATIONALITY:

DATE OF BIRTH:

PLACE OF BIRTH:

SEX:

**Details inviting company:**

NAME COMPANY:

ADDRESS COMPANY:

TELEPHONE NUMBER:

Yours sincerely,

Signed by, Stamp company

(***name + function***)