**Introduction Letter Instructions**

**(from CIBT)**

• Write one letter for each country and for each applicant

• All letters must be on company letterhead

• Replace all information in parentheses with the data for this trip

• A consulate address is not necessary

# • **The letter must be reviewed and signed by your supervisor and cannot be signed by the applicant.[[1]](#footnote-1)**

Attention: Consulate General of the People’s Republic of China
520 12th Avenue

New York, NY 10036

[mm/dd/yyyy]

Dear Chinese Consulate:

This letter is to confirm that Mr./Ms. , a national of , is engaged as a (n) at the.

will be traveling to , China from [mm/dd/yyyy] to [mm/dd/yyyy], for a total of  days to conduct the following business activities:

1. [detail the validity of the requested visa]
2. While in China, will visit,, .

During visit, Mr./Ms. will be staying at . Mr./Ms. ’s travel expenses will be covered by , including hotel accommodations.

I kindly ask your assistance in issuing Mr./Ms. ’s visa at your earliest convenience. Thank you for your time. Please contact me should you have any questions.

Sincerely,

[Signature of supervisor]

1. While Penn Global can provide guidance regarding the language of the letter, the office cannot sign the letter. Signatures must come from the applicant’s supervisor. [↑](#footnote-ref-1)