***To: Chinese Consulate in XXX – Visa Section***

*We formally invite this person to do business at our exhibition:*

Family Name: \_\_\_\_\_\_

Given Name: \_\_\_\_\_\_

Gender: \_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_

Nationality: \_\_\_\_\_\_

Passport Number: \_\_\_\_\_\_

Passport Issue Date: \_\_\_\_\_\_

Passport Expiry Date: \_\_\_\_\_\_

Arrival City: \_\_\_\_\_\_

Arrival Date: \_\_\_\_\_\_

Departure City: \_\_\_\_\_\_

Departure Date: \_\_\_\_\_\_

Company Name: \_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel: To exhibit at the exhibition VIV Qingdao 2019, September 19th – 21st at the Qingdao Cosmopolitan Exposition, Qingdao, P.R.C. , \_\_\_\_\_\_ will travel to Qingdao, P.R. China from\_\_\_\_\_\_ until \_\_\_\_\_\_. All expenses during his/her travel and duration of stay in China including hotel accommodations, transportation, health insurance, etc. will be covered by the company \_\_\_\_\_\_\_\_\_\_\_\_ .

Thank you in advance for your assistance in granting this visa.

Sincerely,

Ms. Isabel Yuan (袁菁)

VNU Exhibitions Asia Ltd.

Project Manager

isabel.yuan@vnuexhibitions.com.cn