

CHINA BUSINESS (M) VISA INVITATION LETTER

中国商务（M）签证邀请函

ChinaVisaMail template • built around current published U.S. M-visa invitation content requirements

RUSH CHECK: INVITING ORGANIZATION NAME MUST MATCH COVA

Use the actual Chinese company/entity as the Inviting Organization. Keep the company separate from the individual contact person or signer. Do not substitute a salesperson or employee for the company name.

Date

日期
[ENTER HERE]

Visa Office

签证受理机构
☐ Washington D.C. ☐ San Francisco ☐ Los Angeles

Applicant Full Name MATCH PASSPORT

申请人姓名
[ENTER HERE]

Subject

主题
Invitation for Commercial and Trade Activities in China

1. Inviting Organization 邀请单位

Use the exact legal entity name. The individual company contact is a separate person below.

Exact Registered Chinese Company Name MATCH COVA

邀请单位法定中文全称
[ENTER HERE]

Official English Company Name, if used OPTIONAL

英文名称
[ENTER HERE]

Unified Social Credit Code OPTIONAL

统一社会信用代码
[ENTER HERE]

Registered Address

注册地址
[ENTER HERE]

Company Telephone

公司电话
[ENTER HERE]

Company Email OPTIONAL

公司电子邮箱
[ENTER HERE]

Unified Social Credit Code is optional verification information in this template, not a universal U.S. visa requirement.

Company Contact Person 单位联系人

Full Name

姓名
[ENTER]

Title

职务
[ENTER]

Direct Phone

联系电话
[ENTER]

Email

电子邮箱
[ENTER]

Business contact only - do not replace the Inviting Organization name in COVA with this person's name.

2. Invited Applicant 被邀请人

Full Name Exactly as Passport MATCH PASSPORT

护照姓名
[ENTER HERE]

Passport Number MATCH PASSPORT

护照号码
[ENTER HERE]

Gender

性别
[ENTER HERE]

Date of Birth

出生日期
[ENTER HERE]

Nationality

国籍
[ENTER HERE]

Current Employer

现工作单位
[ENTER HERE]

Current Position / Title

职务
[ENTER HERE]

Use the same identity and employment information entered in COVA.

3. Commercial Purpose & Business Relationship 商务目的及双方关系

Specific Commercial / Trade Purpose 具体商务或贸易目的

Describe the actual activity: supplier negotiations, sourcing/procurement, product review, factory visit related to commercial cooperation, contract discussions, quality-control meetings, trade-fair meetings, etc. Do not write only “business.”
[ENTER DETAILS HERE]

Business Relationship 双方商务关系

State the truthful relationship (for example existing supplier/customer/distributor/prospective partner) and briefly explain what the companies are discussing, buying, supplying, negotiating, inspecting, or planning together.
[ENTER DETAILS HERE]

4. Planned China Visit 访华计划

Intended Arrival Date MATCH COVA 抵达日期 [ENTER HERE]	Intended Departure Date MATCH COVA 离开日期 [ENTER HERE]
Total Planned Stay (Days) 计划停留天数 [ENTER HERE]	Primary City / Province MATCH COVA 主要城市/省份 [ENTER HERE]

Dates, cities, and purpose should be consistent with COVA. The stay length should make sense with the dates.

Detailed Business Itinerary 详细商务行程

City / Place 城市/地点	Company / Facility 公司/地点	Dates 日期	Commercial Activity 商务活动
[ENTER]	[ENTER]	[ENTER]	[ENTER]
[ENTER]	[ENTER]	[ENTER]	[ENTER]
[ENTER]	[ENTER]	[ENTER]	[ENTER]

5. Travel Expenses 赴华费用来源

☐ Applicant ☐ Applicant's Employer ☐ Inviting Company ☐ Other: _____

Keep the expense payer consistent with COVA.

6. Invitation Declaration 邀请声明

We, [INVITING COMPANY], hereby invite [APPLICANT FULL NAME] to China for the legitimate commercial and trade activities described in this letter.

We confirm that the information in this invitation letter is true and accurate to the best of our knowledge. Our company contact listed above is available to verify this invitation and the planned business activities if additional information is requested.

We understand that visa issuance, category, validity, number of entries, and permitted duration of stay are determined by the Chinese Embassy or Consulate.

我单位确认本邀请函所填信息真实、准确，并知悉签证签发及具体签证条件由中国使领馆依法决定。

7. Inviting Company Authorization 邀请单位签署

Legal Representative Name 法定代表人姓名 [ENTER]	Title 职务 [ENTER]	OFFICIAL COMPANY SEAL / CHOP 单位公章 [AFFIX SEAL HERE]
Signature 签字 [SIGN HERE]	Date 日期 [ENTER]	