**Dispatch Letter**

Date:

To: Visa Section,XXX (访问国家)Embassy, China

Dear Visa Officer,

This is to certify that , employee of ,will visit the XXX (访问国家) for business from to .The purpose of this visit is .

Mr./Ms. will meet during the visit. All the expenses of this trip will be covered by .

The personal information of the dispatched employee is as follows:

Name: Gender:

Date of Birth: Passport No:

Position: Annual Income:

Start date of Employment:

For further enquiries, please feel free to contact us.

Sincerely，

Print Name:

Signature:

Tel:-

Fax:-

Name of the Employer:

Address of the Employer:

Official Stamp: