

To  
The Visa Officer  
Chinese Consulate General  
Kolkata

Sub: Application of \_\_\_\_\_ (Single/Double/Multiple) Entry \_\_\_\_\_ (Tourist/Business...) Visa

Dear Sir/Madam,

I (**Full name as in passport**), Indian passport holder (**Passport Number**) wish to visit \_\_\_\_\_ (**name of the City in China**) on \_\_\_\_\_ to \_\_\_\_\_ (**date of travel**) for the purpose of (**mention the exact purpose**). All expenses for this trip shall be borne by \_\_\_\_\_.

**For Business Purpose:**

I am currently working with \_\_\_\_\_ (**Company name**), (**contact number**) \_\_\_\_\_.

- Introduction of the Company and what kind of business area do they deal in
- What is the relationship with the Chinese companies?
- Reason for double or multiple entries?
- Inviter's Name, occupation, designation and mobile contact number
- Chinese Company general information and the schedule date of travel
- Self-information:

- Full Name
- Contact number
- Address
- Official Stamp
- Signature of the Signatory authority

**For Tourism Purpose:**

**The address of place of stay in China is below:**

Hotel address & contact no / Inviters address & contact no

**Itinerary of the travel (Can be attached on a separate paper as well)**

Date of travel & places of travel

**If applying for Tourist Visa for 2<sup>nd</sup> time then following points should be added:**

- Previously I have visited \_\_\_\_\_ (**city name**), now I am going to visit \_\_\_\_\_.
- I am travelling again as a tourist because \_\_\_\_\_ (**reason of revisiting**).

We will be grateful to you if visa may be issued to me.

Yours Sincerely

Signature