

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to formally invite [Visitor's Name], holding the passport number [Passport Number], to visit [Company/Organization Name] in [City, Country] for [purpose of visit, e.g., business meetings, training, etc.]. This invitation is for the duration of [duration of stay, e.g., from Date to Date].

[Visitor's Name] is currently employed at [Visitor's Company Name] as [Visitor's Position], and the purpose of their visit will be to [specific reasons related to the visit].

During their stay, we will ensure that [Visitor's Name] is provided with accommodation, and we will cover all necessary expenses related to their visit. [Optional: Include any additional details about the itinerary or planned activities.]

We kindly ask for your assistance in granting [Visitor's Name] a ZJ visa for the above-mentioned purpose. Should you require any further information or documentation, please feel free to contact me at the provided email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]
[Your Position]
[Your Company/Organization]