

[Your Company Letterhead]

[Date]

[Consulate or Embassy Name]

[Consulate or Embassy Address]

[City, State, Zip Code]

Subject: Invitation Letter for ZJ Visa Application

To Whom It May Concern,

We are pleased to invite [Applicant's Full Name], holding the passport number [Passport Number], to visit [Your Company Name] located at [Company Address] in [City, Country]. This invitation is issued for the purpose of [reason for visit, e.g., business meetings, collaboration, training, etc.].

The intended duration of [Applicant's Name]'s stay in [Country] will be from [Start Date] to [End Date], during which we will ensure that they have the necessary accommodation and support.

[Applicant's Name] is a [Job Title/Position] at [Applicant's Company Name] and is expected to contribute to [specific project or purpose of visit]. Their visit is critical for [brief explanation of the importance of the visit].

We assure you that we will take full responsibility for [Applicant's Name] during their time in [Country], ensuring that they comply with all local laws and regulations.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Your Company Seal or Signature if applicable]