

IHR BRIEFKOPF / BRIEFPAPIER

To
Generalkonsulat der Volksrepublik China
Stresemannallee 19-23
60596 Frankfurt am Main

Letter of Assignment

Dear ladies and gentlemen,

By this letter we affirm the assignment of our employee

First Name: _____

Last Name: _____

Passport Number: _____

Department: _____

to visit our business partner /subsidiary in China.
The purpose of the business trip is for:

- Business negotiations
- Installation/assembly/repair of a machine
- Training of our staff
- Visit of the _____ fair
- Other: _____

Precisely, our employee is going to: *[participate in business negotiations regarding our potential project; assembly the machines that we sold to the business partner; etc. [...]]*

Business partner/ subsidiary in China:

Company name: _____

Address: _____

All costs incurred will be borne by our company.
Yours sincerely,

Date: _____

Signature/Stamp: _____