

NOTES: COMPLETE INFORMATION MUST BE PROVIDED

**(The invitation letter is to be drafted in Italian or English on company's official paper, signed by a legal person)**

**Distinguished  
EMBASSY OF ITALY, IN BEIJING  
Visa Section**

(Place)....., (date).....

Object: Visa request for the staff currently employed by the company (name in English).....located in.....

With this letter we kindly request to issue the visas to (number).....person(s) of the company....., invited to visit our company, located in (place) ..... from.....until.....

**Purpose of the visit** (please, describe in detail the purpose of the visit and the nature of the business relationship):

.....  
.....  
.....  
.....  
.....

The delegation is composed by the following persons:

Name and last name	Passport n.	Date of birth	Position

Please, state whether the inviting company will cover all travel and stay costs, or whether costs will be borne by visa applicants.

I, the undersigned.....representing the company.....(denomination of the Italian company) and inviting the foreign citizen(s), declare to be aware of the Italian law on immigration and of the responsibilities indicated in the article 12, section 1 of the Legislative Decree dated 25 July 1998, n.286 and of its further amendments.

Signature (original)

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**Documents to be enclosed to the invitation letter:**

- Copy of ID or passport of the signatory person, where both data and signature are visible.