Invitation

Date: 1st Nov.,2016

To whom it may concern,

We are pleased to invite XXXXXX CO.,LTD to visit us and we will discuss the further cooperation between XXXXXX CO.,LTD and XXX INC on light construction equipment field, and visit our company, market, work site and selling channel.

Any expenses regarding his travel stay and insurance in United States will be entirely for his company account.

And his agenda is as below:

5th Dec. 2016 – 9th Dec.2016: to visit our company, work together to make market strategy and learn the selling channel.

1st May. 2017-7th May.2017: to support us and make sales promotion in the market.

Date – date: to attend the Nurnberg Fair in Nurnberg together

Date – date: to attend the EUROBAUSTOFF-Forum in city together

Date – date : to attend the BOUWBEURS Utrecht in city together

(the exact date of travel may vary depending on the work arrangement)

Please find below indicated company’s name and its representative,

Company name: XXXXXX CO.,LTD

Address: No.888, XXX Road, XXX District, XXX City,China.100000

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME | GENDER | DATE OF BIRTH | POSITION | PASSPORT NO. |
| Zhao Tiezhu | Male | 05TH Aug.,1987 | Sales manager | G88888888 |

We would be most obliged if the necessary visa could be issued enabling him to make the visit. Please contact us if you need further information.

Best regards

Representative

position

XXX INC

Company Address

Telefon : +1 (123) 456 - 7890

Telefax : +1 (123) 456 - 7890

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