

THE INVITATION LETTER SUBMITTED BY THE ITALIAN COMPANY MUST CONTAIN ALL THE DATA HEREBY SPECIFIED WITHOUT ANY EXCEPTION. INCOMPLETE DATA WILL LEAD TO A REJECTION OF THE APPLICATION AT THE COUNTER

**(The invitation letter is to be drafted in Italian on headed paper, signed by a legal person and sealed with the company chop)**

**Distinguished  
ITALIAN EMBASSY 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....., who has/have been invited to visit our company in .....(place) from.....until....., with the purpose of.....(state the reason and the detailed purpose of the trip, the undergoing cooperation project, purchase or sale orders etc.).

The delegation is made up by the following persons:

Name and last name	Passport n.	Date of birth	Position

Airplane tickets, board and lodging expenses will be fully borne by.....(indicate the bearer of all the expenses).

The above stated people will be lodged at the hotel located in.....street.....,telephone number.....

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.

We furthermore guarantee to cover all the medical expenses of the above citizens during the entire period of stay in Italy and we assure that they will go back before the expiry of the visa.

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**Documents to be enclosed to the invitation letter:** please refer to the attached "Document for the business visa"

**Please Note: We will not keep into consideration invitations if the inviter does not take any responsibility concerning the invitation**