



(PLEASE PRINT ON U.S. COMPANY LETTERHEAD)

(DATE)

(EMBASSY/CONSULATE) OF PEOPLE'S REPUBLIC OF CHINA

RE: Letter of explanation about job description

This is to introduce *(Applicant's name)* who is employed by *(Company)* as *(Job title)*.

[provide a detailed description of job/duties]

[state your purpose of travel]

[mention that you will not engage in any journalism-related activities in China]

Should you need any additional information, please feel free to contact *(Contact phone number/email)*.

Sincerely,

(Original signature with pen by someone other than applicant)

(Name)

(Title)

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