



*(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)*

**Toll-free: 1.888.596.6028**

[www.passportvisaexpress.com](http://www.passportvisaexpress.com)

e-mail: [info@passportvisaexpress.com](mailto:info@passportvisaexpress.com)