

THE INVITATION LETTER SUBMITTED BY THE POLISH 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 Polish on official paper, signed by an authorized person and sealed with the company stamp)

**Distinguished
POLISH EMBASSY / CONSULATE
GENERAL**

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

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.....

Purpose (indicate in detail the purpose of the visit and the nature of the business relationship between the Polish company and the Chinese company):

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.....

[Signature and stamp of person authorized to represent the company]

Documents to be enclosed to the invitation letter:

- ID copy (ID or passport) of the inviter. The inviter must be mentioned in the Polish business license [KRS or CEIDG];
- Copy of the Polish company business license [KRS or CEIDG].