His Excellency,

The Nigerian Ambassador to P.R.C

Nigeria Embassy Beijing

Visa Section2, Dong Wu Jie,

San Li Tun, Beijing 100060.PRC

**DISPATCH LETTER**

Dear Sir:

This letter is introducing five members of our company staff who will be travelling to Nigeria to attend a joint business forum organized by our Nigeria business partners. Their names and passports information as follows:

**NAME OF OFFICERS PASSPORT NUMBER**

**1) MR. XXXXXXX E1047XXXX**

**2) MR.LIXXXXX G327XXXXX**

**3) MR.XXXXXXXXXX E117XXXXX**

**4) MR.XXXXXXXXXXXX E369XXXXX**

**5) MR.XXXXXXXX E220XXXXX**

We would be very thankful if business visas could be issued to these officials that will be representing us at this business forum in Nigeria. We hereby grantee that we will abide by all the laws and regulations in your country, and they will come back as scheduled, meanwhile we will keep their positions until they come back.

If you require more information, please don’t hesitate to contact us.

Yours faithfully.

XXXXXXXXXXXXXX Co., ltd

2017/7/27