[Foreign Media]

[Address]

[People in charge] [Tile]

[Telephone number]

[Email address]

**TO**

**THE CHINESE EMBASSY/CONSULATE**

**IN [PLACE]**

**NOTICE AND CERTIFICATION LETTER**

Mr/Mrs [name], [position] from and on behalf of [Foreign Media], will travel to Shanghai, PRC, to attend and cover the Asian Business Aviation Conference and Exhibition ("**ABACE**") and interview participating companies of ABACE. [[Foreign Media] is willing to cover all the costs incurred during [name of the journalist]'s trip.] We, as a media institution, are established under the laws of [country/region] and have reported and covered various business activities in China since [year], aiming to promote the exchange and cooperation of business and culture between China and [country/region].

We hereby list below the detailed information of [name of the journalist]:

Gender:

Nationality:

Date of birth:

Passport number:

Date of arrival:

Date of departure:

Telephone number:

Email address:

Purpose of the coverage:

All the interviews and coverage by Mr/Mrs [name of the journalist] will be for ABACE, of which the detailed arrangements are also listed below:

Period:

Location:

Daily Schedule:

We would like to ask the Chinese Embassy/Consulate in [Place] to kindly issue a J2 Visa to Mr/Mrs [name] for the coverage of this ABACE event.

For and on behalf of [Foreign Media]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title: