



Sample Letter of Explanation

(Provide as many details as possible for this letter).

If your application is to be submitted to the Consulate in San Francisco, Houston, Los Angeles, New York or Chicago, it must be addressed to: Consulate General of PR of China

If your application falls under the Washington DC Embassy, it must be addressed to: Embassy of PR of China in Washington DC

To Whom it may concern,

I [**insert first and last name**], no longer have my previous Chinese visa. It was issued on a prior US passport which is now expired and no longer in my possession. My visa was issued in the USA and I visited China around/on [**date**], for [**vacation, visiting friends/family or business meetings**]. My previous passport was [**lost, stolen, damaged**].

Please let me know if you have any questions. Thank you for your assistance in this matter.

[**Best Regards/Sincerely**],

[Signature]

[**Applicant name**]

[**contact number**]

[**today's date**]

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