



Sample Letter of Explanation Previously Issued Chinese Visa Missing

Provide as many additional details you can recall including which Embassy/consulate your visa was issued by, cities visited, length of stay.

Address letter to one of the following:

Embassy of P.R. of China, Washington, D.C. (for D.C. and Houston jurisdictions)

Consulate General of P.R. of China (for all other jurisdictions)

[Date]

[Addressed to:]

To Whom it may concern,

I, **[first and last name]**, no longer have my previous Chinese visa in my possession. My visa was issued in the United States. It was issued to me on a prior U.S. passport which is now expired. My previous passport was **[lost, stolen, damaged, shredded]**.

I had visited China around/on **[date]** for [vacation, visiting friends/family or business meetings]. Please let me know if you have any questions. Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Applicant name]

[Contact number]