

# Expedited Drop Box Cover Letter

## 加急代传递服务文件材料提交表



Dear Applicant:

In order to submit your expedited drop box documentation to the Embassy/Consular Section through our courier, you must bring this letter with you to the courier office. Please complete the following information to ensure timely and accurate delivery of your documents.

尊敬的申请人：

为把您的加急代传递服务文件及时传递给美国大使馆或总领事馆，请携带此提交表及文件到以下中信银行营业网点，并准确填写以下信息。

Passport Number (护照号码): \_\_\_\_\_

Applicant Full Name (申请人姓名): \_\_\_\_\_

Applicant Email Address (申请人邮件地址): \_\_\_\_\_@\_\_\_\_\_

Applicant Phone Number (申请人手机号码): \_\_\_\_\_

### Delivery location (提交地点):

- Embassy in Beijing – please go to Beijing – Operations & Business, Investment Plaza, Jia No. 27 Financial Street, Xicheng District, Beijing**  
美国大使馆 – 请将所需文件提交到北京-中信银行总行营业部，地址：北京市西城区金融大街甲 27 号，投资广场
- Consulate General in Chengdu – please go to Chengdu - Lingshiguan Road Office, West Zone Unit 1, Baoli Centre, Lingshiguan Road 7, Chengdu**  
成都总领事馆 - 请将所需文件提交到中信银行成都领事馆路支行，地址：四川省成都市领事馆路 7 号保利中心西区 1 栋
- Consulate General in Guangzhou – please go to the Branch Office, 1, 2 Floor, CITIC Plaza, 233 North Tianhe Road, Guangzhou, Guangdong**  
广州-中信银行营业部, 广东省广州市天河区天河北 233 号中信广场东侧首层
- Consulate General in Shanghai – please go to Shanghai - Pacific Plaza GF, No 1168 Nanjing West Rd, Shanghai**  
上海总领事馆 - 请将所需文件提交到上海-中信银行泰富广场支行，地址：上海市南京西路 1168 号中信泰富广场 GF
- Consulate General in Shenyang – please go to Shenyang - Nanhu Branch No 50, Cai Ta Street, Heping District, Shenyang**  
沈阳总领事馆 – 请将所需文件提交到沈阳-中信银行南湖支行，地址：沈阳市和平区彩塔街50号