

Have the host company or your company model after this invitation letter in English or Chinese
请贵公司用公司信纸照以下内容出示邀请函（中文或英文）

Host Company Or Your Company Header 公司信笺

邀请函/Invitation for Business Visa

尊敬的领事/Dear Honorable Consular:

On behalf of (host company/your company), we would like to (invite /send) the following personnel(s) to China for business purpose.

贵公司（公司名字），我们（邀请/派）以下人员到中国访问。

被邀请者姓名/Invitee's Name:

被邀请者护照号码/Invitee's Passport No.:

被邀请者出生日期/Invitee's Birthday:

被邀请者性别/Invitee's Gender:

被邀请者来华目的：（业务洽谈等） / Reason for visiting China (Business meetings etc.)

被邀请者访问地点/visiting city(ies) in China:

被邀请者抵华日期/Invitee's arrival date in China:

离华日期/Departure date:

与邀请者的关系/Relationship with host:

被邀请者在华费用来源（自付、公司付等） / Invitee's expense in China will be cover by (self, company etc):

邀请者姓名或单位/Host name or hosting company name:

邀请者联系电话/Host telephone number:

邀请者地址/Host address in China:

邀请者签名/Host signature:
