

Invitation Letter

Date: 发邀请时间
Name: 邀请人姓名
Address: 邀请人地址
Tel: 邀请人电话
Email: 邀请人邮箱

To: Visa office of 国家名称 Embassy in ~~Beijing,~~

This is 邀请人姓名 (Passport No. 护照号码). I would like to invite my 与被邀请人关系, 被邀请人姓名 (Passport No. 护照号码) to visit me in 国家名称.

The main purpose of this letter is to invite 被邀请人姓名 to spend ~~her/his~~ holidays here during my stay in 国家或是具体城市 from 年月日 to 年月日. During ~~her/his~~ visiting, ~~she/he~~ will stay ~~with me at the address stated above~~ (也可以是住酒店).

All ~~her/his~~ expenses during ~~her/his~~ visit in 国家名称 will be covered by ~~herself/himself~~. Include the round-trip fares, local transportation, room and board, insurance, recreation, and any other expenses that may occur. I will make sure that 被邀请人 leave 国家名称 before the expiration of ~~her/his~~ authorized stay.

Your favorable consideration regarding ~~her/his~~ visa applications will be highly appreciated. If you have any questions, please do not hesitate to contact me via telephone or email. Your kind consideration to this request will be greatly appreciated.

Sincerely yours,

Signature:

备注:

1. 以上为邀请函的参考模版，所有红色字体内容请根据个人情况替换并删除。
2. 邀请函内容主要包括：邀请人个人信息及联系方式，被邀请人信息、出行时间、主要目的、费用由谁支付、住宿信息。