

公司抬头LOGO(If any)

公司名称/Name of the Company

联系方式和地址等/(Contact Info and Address etc.)

至中国驻 (总领馆)

To Embassy (Consulate General) of the People's Republic of China in _____:

邀请函/Invitation Letter

该邀请函包含以下内容:

The content of the invitation letter should include at least the following information:

被邀请人个人信息/Personal information of the invitee (the visa applicant)			
姓名/full name		性别/gender	
出生日期/ date of birth		护照号码/passport number	
被邀请人访问信息/ Details of the planned visit:			
来华事由/ purpose of visit		抵离日期/arrival and departure date	
访问地 /place(s)to be visited in China		与邀请单位或邀请人 关系 /relationship between the inviter and the invitee	
费用来源 /financial source expenditure			
其他信息/Other necessary informatio n			

邀请单位名称或邀请人姓名

Name of the inviting
company 法定代表或邀请人

签字

Signature of legal representative of inviting company or the inviter

邀请单位或邀请人信息、联系电话地址、单位印章

Contact information (phone number and address) of the inviter, official
stamp

(注意: 请使用具有法律效益的单位印章, 不接受伪造虚假印章)

(Note: Please use a real company stamp. To use a stamp image is
not acceptable.)

