

Have the Chinese Host Company model after this invitation letter in English or Chinese
请邀请者中国公司用公司信纸照以下内容出示邀请函（中文或英文）

Chinese Host Company Header

邀请者中国公司信笺

邀请函/Invitation for Business Visa

尊敬的xxx 先生/女士（被邀请人）/Dear Mr./Mrs. xxx:

On behalf of (Chinese Host Company), we would like to invite the following personnel(s) to China for business purpose.
本公司（公司名字），我们（邀请）以下人员到中国访问。

被邀请者姓名/Invitee's Name:

被邀请者出生日期/Invitee's Birthday:

被邀请者性别/Invitee's Gender:

被邀请者护照号码/Invitee's Passport No.:

被邀请者来华目的：（商务、谈判等）/ Reason for visiting China (business, negotiation, etc.)

被邀请者访问地点/visiting city(ies) in China:

被邀请者抵华日期:

离华日期:

Invitee's arrival date in China:

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 covered by (self, company, etc):

邀请者姓名或单位/Chinese Host Company name:

邀请者联系电话/Chinese Host Company telephone number:

邀请者地址/Chinese Host Company's address in China:

邀请者签名/公司印章Chinese Host Company Signature and Company Seal:
