

**邀请函内容须包括以下内容（English sample of invitation letter in next page）**

**被邀请人姓名、出生日期、性别、访问地点、抵华日期、离华日期、与邀请人的关系、来华费用。**

**邀请人姓名或单位、电话、地址、签名**

**注意：除邀请信之外，请附上邀请者的有效的中国身份证复印件。**

**邀请函样本**

**（1）xxx 先生/女士（被邀请人）：**

我，-----，邀请 xxx 先生/女士（**被邀请人姓名、出生日期**）-----回北京-----  
（**访问地点**）在 2012 年 10 月 5 日（**抵华时间**）参加学校(**或地方等**)60 年校庆(**各种活动**)，在中国的一切费用由他（**她**）自己支付。参加校庆大约于 10 月 14 日（**离华时间**）返回美国。

邀请人：-----

邀请人电话：-----

邀请人地址：-----

**（2）xxx 先生/女士（被邀请人）：**

我，-----，最近身体欠佳，非常希望请 xxx 先生/女士（**被邀请人姓名、出生日期**）在 2012 年 11 月 7 日（**抵华时间**）回到上海（**访问地点**）-----，与我同住。在中国的一切费用由他（**她**）自己支付。等我身体恢复后，大约于 12 月左右（**离华时间**）返回美国。

邀请人：-----

邀请日期：-----

邀请人电话：-----

邀请人地址：-----

**注意：除邀请信之外，请附上邀请者的有效的中国身份证复印件。**

Please ask your inviter to include **ALL** of the following information in the personal invitation letter for you (invitee).

- 1) Invitee's name
- 2) Invitee's birthday
- 3) Invitee's gender
- 4) Reason for visiting China and you (inviter)
- 5) Visiting cities
- 6) Invitee's arrival date in China and departure date
- 7) Invitee's relationship with host (inviter)
- 8) Invitee's expense in China will be covered by (host, self, company)
- 9) Host name or hosting company name (inviter)
- 10) Host telephone number
- 11) Host address in China
- 12) Host signature

**Please note: In addition to this invitation letter, your host (inviter) must provide a copy of valid Chinese ID.**

Refer to below for a sample invitation letter:

I, Xiao Xiao, invite my friend, Richard Smith, male, born on December 1, 1980, to visit me in China. The purpose of the visit is for a friendly reunion. Richard Smith and I met while I was a student in the U.S. Richard will be arriving in China on July 1<sup>st</sup>, 2012 and will depart on July 5<sup>th</sup>, 2012. Richard will visit cities of Beijing and Shanghai. Richard is responsible for the expense he will incur during the trip.

My home address is 12345 #1 street, Beijing, China 67890 and my telephone number in China is 123-456-7890.

If you have any questions, please feel free to contact me.

Sincerely,

Xiao Xiao

(Host Signature)