

**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.)**

日期/DATE:

至中国驻\_\_\_\_\_使馆(总领馆)

To Embassy (Consulate General) of the \_\_\_\_\_ :

**邀请函/Invitation Letter**

中国境内贸易合作方出具的商务活动文件、经贸交易会请柬等邀请函件。该邀请函须包含以下内容:

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

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

邀请单位名称或邀请人姓名

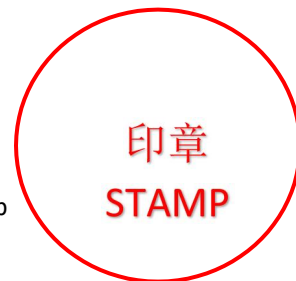
Name of the inviting company

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.)