

Sample Invitation Letter for Tourist and Family Visit Visa

Date

Dear Visa Officer/Chinese Consulate,

Please be advised that I have invited (Relationship to you and Traveler's Full Name exactly as shown in passport) to visit me in (City) from (Date of arrival) to (Date of departure). (His/Her) personal information is as follows:

Name on passport: (exactly as it appears)

Gender:

Date of Birth:

Passport Number:

Relationship:

Dates of arrival and departure:

My name is (Name as it appears on your Local ID or Residence Permit) and my passport number is (123456789). (If a US citizen, please state that you are living in [City] and working with [Company]). I will be responsible for (his/her) accommodation cost in while in China.

(Traveler's Full Name) will be staying with me at the following address:

Apartment A-13

Hong Qiao

Shanghai, China 21500

Phone: +(86)(21) 1234-1234

I have included a photocopy of my passport and valid (China residence permit or local ID) is also attached with this letter. We would appreciate your king assistance in issuing them a

Chinese tourist visa to allow them to visit me briefly in (city). Please let us know if you need any further information.

Thank you,

Name

Phone:

Email:

Signature

**If the inviter is a Chinese citizen, please write the invitation letter in Chinese.*

如果邀请人是中国公民，请用中文写邀请信，并附上邀请人的身份证复印件的正反两面