**Letter of Invitation**

Date: ***XXXX（开具邀请函的时间）***

To: Consulate General of ***XXX（申请国家）***,

Dear Sir or Madam,

I am ***XXX（邀请人姓名）***, born on ***XXX（出生日期）***, with passport No. ***XXX（护照号码）***. Currently, I am***XXXX（邀请人在申请国的身份）*** *in* ***XXXX (邀请方地址)***.

1. I am now sincerely writing this letter to invite my ***XXX XXX （关系、被邀请人姓名）***and my ***XXX XXX（关系、被邀请人姓名）*** to visit me *in* ***XXX （访问国家）****from* ***XXX*** *to* ***XXX*（*出行日期*）**, totally ***XXX*** ***（出行时长）***days. During ***their/his/her*** stays in the ***XXX（访问国家）***, they will temporarily reside at ***a local booked hotel*** ***（此处填写住宿地址）***and all expenses including accommodation, transportation fee, entertainment and other expenses if any will be covered by ***themselves（实际费用的承担方）***. Their detailed information are as followed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  ***被邀请人姓名*** | **Passport No.**  ***护照号码*** | **Occupation**  ***职位*** | **Date of Birth**  ***出生日期*** | **Relationship**  ***关系*** |
|  |  |  |  |  |
|  |  |  |  |  |

As a well-educated person, I guarantee that both my ***XXX XXX*** and my ***XXX XXX*** will leave ***XXX（访问国家）*** as scheduled. We hope that you will find their application files and supporting documents, and that you will be in a position to grant their temporary visit visas to ***XXX（访问国家）.*** If there are any further documents you require from me in supporting of this application, I shall be pleased to provide.

Your kind consideration to this request will be greatly appreciated.

Sincerely,

XXX*（邀请方姓名（此处手写签字）*

Tel: XXXXX

Email: XXXXXXX

XXXXXXXXXX（*邀请方地址*）

**（备注：上文中的**Mr. / Mrs.; He/She; himself/herself; his/her**请根据个人情况进行删除、修改**，**字体、颜色请统一黑色，中文提示请全部删除）**