

邀请函必须包含的信息（可用中文书写）

被邀请人个人信息：姓名、性别、出生日期、护照号码

邀请人或单位信息：名字或名称，联系电话、地址、单位印章、法定代表或邀请人签字

被邀请人访问信息：来华目的、抵离日期、访问地点、与邀请人或单位关系、费用来源

Information must be included in invitation letter for business visa

Invitation letter could be write in Chinese

Section 1 (information of inviter)

Name (company name) , contact number and address, stamp of the inviting company ,

Signature of the legal represent

Section 2 (information of invitee) Name, sex, date of birth, passport number

Section 3 (information of the business trip)

The purpose of the trip, the arrival and departure date, place of visit, relationship with the inviter,

Who will take the responsibility of the cost and overstay