

# Invitation Letter from Your Relative or Friend (Sample)

Date:

To Whom It May Concern:

I would like to extend an invitation to **(your name)** to visit me in **(name of the city)**, China. **(your name)** is my **(relationship)** and will be staying with me at my residence during **his/her** visit in China from **(date)** to **(date)**.

**My home address is:**

(Physical address)

**Tel:**

Please feel free to contact with any questions or concerns.

Sincerely,

(Name of your relative or friend in China)

**Signature**

Sample Invitation Letter

*Date*

*Dear Chinese Consulate,*

*Please be advised that I have invited my son, Bill Bush to visit my wife and myself in Shanghai during the month of July 2008 (01-Jul-2008 thru 25-Jul-2008). My name is GW Bush, I am a US citizen living and working in Chengdu for the Shanghai University. My passport number is P123456789.*

*My address is:  
Apartment A-19-A  
Hong Qiao Garden  
No. 2 Zhongshan Bei Lu  
Shanghai, China  
21500*

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

*We would appreciate your assistance in issuing Bill a Chinese visa to allow him to visit us here in Shanghai during July 2008. Please let us know if you need further information.*

*Thank you,*

*GW Bush  
Shanghai University  
1 University Road  
Shanghai, China  
21501*

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