

# Sample Invitation Letter for tourist and family visit visa

January 1, 2017

Dear Visa Officer,

I hereby invite my friend, Mr. John Smith (DOB: 01/01/1990; Passport Number: 123456789) to visit China for a period of 10 days, from Jan 10 to Jan 20, 2017. The purpose of his trip is to visit family and friends (and/or travel around the country). During his trip, he will visit Beijing, Shanghai and Guangzhou. Mr. Smith will be financially responsible for his trip and pay for all travel-related expenses. Please consider his application and grant him a tourist visa.

Sincerely,

Jane Smith

(signature)

123 Dashao Street, Beijing 100001, China

Phone: 1300-100-1000

## Important Notes:

- 1) If inviter is not a Chinese citizen, a copy of inviter's passport, work or student visa, and residence permit must be included!
- 2) 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面！