

Sample Personal Invitation Letter for China Tourist Visa

Date

Consulate General of China
Consular Section

Dear Visa Officer:

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:

123 Parkside Road
Shanghai, China
ZIP: 51000

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