**Invitation Letter**

**To whom it may concern:**

I’m XXX, I am writing to confirm that XXX (Passport No.G123456) is my mother/father. I would like to invite her/him to visit me from 01 Oct.2017 to 07 Oct.2017.

During her/his stay in XXX(国家), I will be stay with her/him in my residence /hotel and I will pick her/him up from the airport.**(被邀请人的住宿情况与邀请人同住还是住酒店，请按实际情况修改)** She/He will cover all expenses during her/him visit, which includes international air tickets, local transportation, medical, insurances and all other related expenses.

I would be very grateful if you would approve her/his request for XXX(国家) visa so that she/he may be permitted to visit me and I hope the necessary visa arrangement can be made as soon as possible.

If you have any question，please do not hesitate to contact me. Thank you very much！

Your Sincerely

My Name:（邀请人姓名-英文）

Passport Number:（邀请人护照号码）

Address: （邀请人详细住址）

Tel:（邀请人电话）

XXX（邀请人签名-中文）

12/10/2017

**注意：（打印时这段话请删除）**

1. **凡是模板中XX或标红的地方，都需要填写您本人的相关信息，不要在完成后的模板上还保留XX或标红的地方，完成后删掉即可
2、（）括号中是我们为了您更加清晰模板中的内容而做的解释和提醒，不要保留在完成后的模板上，完成后删掉即可**

**3、此模板仅供参考，请由邀请人视申请人实际情况不同自行增减内容。请悉知！**