

# [LETTERHEAD]

[institution address and phone number]

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September 01, 2017 **(Date)**

To the Chinese Consulate, Visa section,

Re: John Doe **(applicant name)**

U.S. Institution. **(applicant's institution name)**

Gender: Male **(gender)**

Date of Birth: 08/08/1980 **(date of birth)**

Passport number: 112112112 **(Passport number)**

We are pleased to invite Professor John Doe from U.S. Institution to come and visit China Institution which is located in Guangzhou, Guangdong **(city/province)**, China. Between October 01<sup>st</sup> and October 20<sup>th</sup>, 2017 **(dates)**. Mr. John Doe will be coming to attend the annual meeting and for discussions on further exchanges between our 2 institutions **(purpose of visit)**. U.S. Institution will cover all expenses for Mr. John Doe **(financial responsibility)**. We look forward to welcome him abroad.

Sincerely,

*Zhang Wang Li* **(signature)**

Zhang Wang Li **(inviter)**

Assistant vice president **(title)**



**(official institution stamp)**