**注意：请您仔细阅读以下内容**

**1.请使用邀请方单位抬头纸打印邀请函，邀请函英文版打印在一张A4纸上。**

**2.参考模板中标记XX的内容，均是需更更改的相关信息；（）括号中是为方便您理解需要更改的信息所做的标注。（）及其中的标注内容更改完成后无需保留。**

**3.此模板只是办理商务签证的参考模板，建议使用邀请方自己的邀请函模板。**

**4.以上内容包含本条阅读完毕后请删除。**

**RUSHAN WUFENG SILICA GEL CO LTD（被邀请人公司名称）**

**NO 48-11 ZHENGTON ROAD , Rushankou, Rushan, Weihai, Shandong, China（被邀请人公司地址）**

+86-10-8526XXXX**（被邀请人公司电话）**

29.12.2014

Letter of Invitation for **Mr. Gong Shuai（被邀请人姓名）**

Nationality: Chinese

Gender: Male

Date of Birth: December 02.1978

Passport Number: E38260756

Dear Sir:

I am writing to you regarding your proposed business visit to XXX(访问国家).

On behalf of ThoMar OHG (邀请方公司名称), Basedower Weg 10, 21483 Lutau/Germany(邀请方公司地址). I am very happy to send you an invitation to visit our company in XXX(访问国家). Your business trip to XXX(访问国家) is very important to us.

During the course of your visit here we intend to provide you with in-depth product training with our product line managers on-site(访问目的或者访问内容). Your presence is requested from XX.XX.XXXX to XX.XX.XXXX(访问时间)

All expenses during your visit will be borne RUSHAN WUFENG SILICA GEL Co.,LTD（费用支付方）.

Luis Veiga（邀请方联系人姓名及签名）

Purchasing Manager（邀请方联系人职务）