

以下是商务访问签证邀请信所需提供的信息 (The following information is required for a F-visa invitation letter):

LETTER HEAD

1. 被邀请人个人信息(applicant's personal information):
 - A. 姓名 (name)
 - B. 性别 (gender)
 - C. 出生年月日 (date of birth)
 - D. 国籍 (nationality)
 - E. 所任职的公司全称以及其职务: (full name of the company which the applicant works for and the job title)
2. 赴华目的 (将从事何种商务活动): purpose of the visit (what kind of business)
3. 将访问哪个省和城市: What city and province will the applicant visit?
4. 拟何时入境并何时离境: date of arrival and leaving
5. 被邀请方与邀请方之间是什么样的业务关系 (What kind of relationship between the Chinese company and the US company? Or What relationship between the applicant and the person who invited him/ her?)
6. 谁将负责被邀请方的行程费用 (Who will bear the cost of the applicant's accommodations in China?)
7. 邀请方单位全称 (full name of the unit / company which invited the applicant):
8. 邀请方需提供联系人的 (Who will the applicant contact with in China):
 - A. 姓名 (name of the person)
 - B. 在邀请单位中的职位 (Job titil in the unit or company)
 - C. 联系地址 (detail of the address)
 - D. 电话以及电子邮箱 (direct contact phone number and email address)
9. 邀请人签名以及公司公章 signature and company seal