**【个人邀请函基本内容】**（适用于 探亲 访友 签证）

1.邀请人的具体资料（全名、护照的号码、任职的公司及职务）

2.被邀请人的具体资料（全名、护照的号码、任职的公司及职务）。

3.写明邀请人和签证申请人之间的关系。

4.邀请的目的（参加毕业典礼、参加婚礼、一起旅游观光等）。

5.大概的行程安排（何时去、几时返回、中间停留的地方等）。

6.旅行费用由谁支付。

7.保证访问者遵守当地法律，按时离开目的国。

8.邀请人的具体资料（全名、地址、身份证号码、联系电话、手机、E-MAIL）。

9.邀请人的签字。

**注意：**

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

INVITATION LETTER

（邀请目的为：**观光旅游** 用此模板）

注：红色字体需要根据个人实际情况进行**修改，删除**中文提示字样，将字体统一调整为黑色

Date:发邀请的时间  
Name:邀请人名字  
Address:邀请人地址  
Tel:邀请人电话  
E-mail:邀请人邮箱

To:Whom It May Concern  
  
 My name is ×××(Passport No.护照号码). I’m living in Los Angeles/Montreal城市名 now .I am writing this letter to invite my father ××× (Passport No.护照号码) and my mother ××× (Passport No.护照号码) to have a sightseeing tour with me in the United States/Canada国家名称 from 11th March 2018 to 25th March 2018.

During her/his/their visit, she/he/they will stay with me at the address stated above.也可以写酒店地址And all the expenses which includes international air tickets, local transportation, accommodation , medical insurances and all other related expenses will be covered by herself/himself/themselves. I make sure that she/he/they will leave the United States/Canada国家名称before the expiration of her/his/their authorized stay.

Your favourable consideration regarding her/his/their visa applications will be highly appreciated. If you have any question regarding this matter, please kindly contact me via telephone or E-mail.

Sincerely yours,

Signature : 请打印出来后邀请人手写签名

INVITATION LETTER

（邀请目的为：**参加毕业典礼/婚礼**用此模板）

注：红色字体需要根据个人实际情况进行**修改，删除**中文提示字样，将字体统一调整为黑色

Date:发邀请的时间  
Name:邀请人名字  
Address:邀请人地址  
Tel:邀请人电话  
E-mail:邀请人邮箱

To:Whom It May Concern  
  
 My name is ×××(Passport No.护照号码). I’m living in Los Angeles/Montreal城市名 now .I am writing this letter to invite my father ××× (Passport No.护照号码) and my mother ××× (Passport No.护照号码) to attend my graduation/wedding ceremony 毕业典礼/婚礼 in the United States/Canada国家名称 from 11th March 2018 to 25th March 2018.

During her/his/their visit, she/he/they will stay with me at the address stated above.也可以写酒店地址And all the expenses which includes international air tickets, local transportation, accommodation , medical insurances and all other related expenses will be covered by herself/himself/themselves. I make sure that she/he/they will leave the United States/Canada国家名称before the expiration of her/his/their authorized stay.

Your favourable consideration regarding her/his/their visa applications will be highly appreciated. If you have any question regarding this matter, please kindly contact me via telephone or E-mail.

Sincerely yours,

Signature : 请打印出来后邀请人手写签名