

# CHINA INSTITUTE LETTER HEAD

## 中国机构抬头纸

DATE:

Consulate General of the People's Republic of China  
Visa Section  
USA

Re: Chinese F Visa for:  
Name: (as appear on passport)  
Date of birth:  
Gender:  
Passport number:  
Nationality:  
Job Title:  
Date of arrival & departure:

Dear Sir or Madam:

Please be informed that <<NAME>> is invited from <<THE US INSTITUTE>> to visit <<OUR INSTITUTE>> in <<CITY, CHINA>> to participate in <<ACADEMIC EXCHANGE PROGRAM>>. The program is jointly operated by us to <<SOME PURPOSE>>.

<<NAME>> is expected to visit China between <<DATE OF ARRIVAL>> and <<DATE OF DEPARTURE>>

During his stay, the accommodation expenses incurred will be borne by himself through << THE US INSTITUTE>>.

If you need further information, please feel free to contact with me. I can be reached at: <<DIRECT or CELL PHONE #>>.

We would appreciate if you could kindly grant him appropriate visa so that he can make the trip. Thank you for your kind consideration.

Yours truly,

<<Name of Inviter>>  
<<Job Title>>  
<<Inviter's Direct Phone #>>  
<<Signature>>



Affix Institute Seal/Stamp