

Aug 1, 2012

To:  
Visa Office  
Chinese Consulate  
USA

To whom it may concern,

Please be advised that I have invited my parents to visit me in Shanghai from September 29, 2012 to October 6, 2012:

Name of the invited:  
Gender:  
Date of birth:  
Passport number:  
Relationship:  
Dates of arrival & departure:

My name is John Smith, and I am a US citizen living and working in Shanghai with ABC Consulting Ltd. My US passport number is 123456789. **I will be responsible for their accommodation cost in China.** My parents will be staying with me at the following address:

My address in China is:  
Apartment 1A  
18 Lakeside Road  
Shanghai, China  
ZIP: 21000

A photocopy of my passport and valid Chinese residence permit (or Chinese ID) is also attached with this letter. We would appreciate your kind assistance in issuing them a Chinese tourist visa to allow them to visit me here in Shanghai shortly. Please let us know if you need further information.

Thank you,

John Smith  
Phone: +(86)-(021)-0000-0000  
Email: [jsmith@yahooo.com](mailto:jsmith@yahooo.com)

*Signature*