**xx股份有限公司**

**工廠地址:桃園市xx街XX號X樓  TEL:              08-8888888         08-8888888  FAX:08-8888888**

**邀請函**

**敬邀：廣州X X有限公司**

**拓展部經理   XXX先生**

**研發部經理   XXX女士**

**營銷部經理   XXX女士**

**本公司為加強與 貴公司之業務合作關係，敬邀請 拓展部**

**XX經理能率團來台與本公司相關高階主管洽商爾後營運銷售及採購事宜，並加強雙方交流溝通以促進 貴我雙方日後商貿合作關係。**

**訪台期間將由我司負責行程安排及接待，除會議安排及參觀我公司工廠外，另安排有相關廠商考察交流活動，期盼藉此考察訪問活動能加強雙方的了解與合作。**

**耑此 奉懇**

**敬頌勛綏**

**XXXX股份有限公司**

**董事長: X X X**

**2007年 1 月 10日**

邀请函格式   
Sample 1  
这个是给老外办签证用的。最好再传真一份营业执照付本，如果他在中国出关时有什么问题，海关会用上。  
  
邀请函格式一：(邀请函）  
  
INVITATION LETTER      
                              
Hello Mr.XXXX,  
  
After such a long business relation we have had, and looking forward to a better and bigger relation betweenour two companies. It is our pleasure to invite and welcome you in China from the 5th of March until the 15th of March to visit our factory, and from the 10th of Apr. to 25th Apr. to visit the Canton Fair.  
  
Details of travellers  
  
Name:     
Nationality:    
Date of birth:   
  
We not only welcome you, but we will be taking care of you during the whole trip, and please do not hesitate   
  
in contacting us for any problems or questions.  
  
We will be waiting for you at the airport on your arrival!!  
  
Best wishes,  
  
XXXXX   
  
     
  
  
邀请函格式二：Sample 2   
  
我也做过一份，附在下面了。我把它给了外商，其它的事情都没做。他们也就申请到VISA了。楼上说还要外经贸和营业执照副件之类的，有什么不同吗？请指教。  
  
                                      
             INVITATION LETTER        
  
September 06, 2010  
  
XXX, CEO  
XXX, VP Sales  
HONG KAIKHUN Corporation  
#2194 St.72, Sk Srah Chak, Kh. Daun Penh, Phnom Penh, Cambodia  
  
Dear Mr. Ya Khavann,

It’s our great honor to invite you to visit Golden Arbutus Company in September, 2010. This visit will provide an opportunity for you to make a better understanding of our product, and to communicate our future business cooperation in detail. We believe this visit will be of great benefit to our future business cooperation.   
  
Please use this invitation letter to apply for your VISA to Taiwan.  
  
We are all looking forward to seeing you soon, and if you have any questions, please feel free to inform me.  
  
  
Phone： 886-3-478-2960          
E-mail：[smtruck@gmail.com](mailto:smtruck@gmail.com)  
Address: 326 No. 164, Sec1, Chung Shan N. RD, Yangmei, Taoyuang, Taiwa n R.O.C

Yours truly,  
  
Lingli Wang  
Vice President Sales  
Golden Arbutus Company