

# 邀请确认函（样本）

## Confirmation Letter of Invitation (Sample)

编号/ No.:

中华人民共和国驻\_\_\_\_\_大使馆（总领馆 / 领事馆 / 处）或中华人民共和国外交部驻\_\_\_\_\_/  
特别行政区特派员公署：

The Embassy (Consulate General / Consulate / Office) of the P. R. China in \_\_\_\_\_ or the  
Commissioner's Office of the Foreign Ministry of the P. R. China in \_\_\_\_/\_\_\_\_ SAR:

兹确认\_\_\_\_\_（邀请单位名称）邀请的\_\_\_\_\_（姓名）等\_\_\_\_\_人  
将于\_\_\_\_\_（入境时间）来华，停留\_\_\_\_\_天，从事\_\_\_\_\_活动，需申请\_\_\_\_\_个  
月有效\_\_\_\_\_次入境签证。

被邀请人员名单附后。

As a duly authorized unit, hereinafter confirms that \_\_\_\_\_ has invited \_\_\_\_\_, etc.  
altogether \_\_\_\_\_ persons to come to China on \_\_\_\_\_ and stay for \_\_\_\_\_ days to \_\_\_\_\_,  
and need to apply \_\_\_\_\_ entry (or entries) visa valid for \_\_\_\_\_ months.

Name list of the invited enclosed.

邀请单位联系人：\_\_\_\_\_联系电话：\_\_\_\_\_

Contact Person of the Company \_\_\_\_\_ Tel. \_\_\_\_\_

被授权单位名称：\_\_\_\_\_

Name of Duly Authorized Unit \_\_\_\_\_

联系人：\_\_\_\_\_联系电话：\_\_\_\_\_

Contact Person \_\_\_\_\_ Tel. \_\_\_\_\_

被授权单位盖章及负责人签署

Seal and Signature

年 月 日

Year /Month/ Day

注：1、此确认函须与邀请单位邀请函一起使用。

2、被邀请人员名单须附另纸并加盖被授权单位印章。

Notes: 1. Please present this letter together with the invitation letter of the company to apply for visas.

2. Please attach the name list of the invited on another separate paper with seal of the duly authorized unit.

# 被邀请人员名单

## Name List of the Invited

外文姓名	性别	出生日期	国籍	护照号码
Full Name	Sex	Date of Birth	Nationality	Passport No.
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
8 _____	_____	_____	_____	_____
9 _____	_____	_____	_____	_____
10 _____	_____	_____	_____	_____

被授权单位名称: \_\_\_\_\_

Name of Duly Authorized Unit \_\_\_\_\_

被授权单位盖章

Seal

年 月 日

Year /Month/ Day

注: 1、本表须与邀请确认函一起使用。

2、不足十人的空白部分, 请对角划一斜线。

Notes: 1. Used together with the confirmation letter of invitation.

2. Please cross a diagonal in the blank space if there are less than 10 people.