# 国外客户的邀请函

来源：网络 作者：独坐青楼 更新时间：2024-06-14

*在应用写作中邀请函是非常重要的，而商务活动邀请函是邀请函的一个重要分支，.商务礼仪活动邀请函的主体内容符合邀请函的一般结构，由标题、称谓、正文、落款组成。但要注意，简洁明了，看懂就行，不要太多文字。那么你知道给国外客户的邀请函是怎么写...*

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Dear Sir,

We would like to send (your customer name) to visit your country and negotiate cooperate of our companys goods business with enterprises including (the company you want to visit) within (the day you issue the document) will be staying (how long you want to stay in destination) days.

IF you can approve their VISA should be high appreciate!

The number of passport:

Best wishes!

(General Manager Name)

(Company name)

(Company stamp and signature)

To: IBRAHIM

IT IS OUR GREAT HONOR TO INVITE YOU TO VISIT xxxxxxxxxxx IMPORTEXPORT COMPANY, LTD. LOCATED AT ZHENGZHOU CITY, HENAN PROVINCE FROM SEPTEMBER 25 TO OCTOBER 25,2024. WE EXTEND OUR WARM WELCOME TO YOU.

DETAILS OF TRAVELLERS:

NAME: KRAVCHENKO OLEKSANDR

NATIONALITY: UKRAINE

PASSPORT NO: AE501542

NAME: IHOR MELNYK

NATIONALITY: UKRAINE

PASSPORT NO: AX980706

NAME: KARAKUTA VLADYMYR

NATINALITY: UKRAINE

PASSPORT NO: AM025333

THIS VISIT WILL PROVIDE AN OPPORTUNITY FOR YOU TO MAKE A BETTER UNDERSTANDING OF OUR MARKETING ISSUES AND TO COMMUNICATE OUR FUTURE BUSINESS COOPERATION IN DETAIL.

LOOKING FORWARD TO YOUR ARRIVAL!

BEST REGARDS

xxxxxxx I/E COMPANY, LTD.

Dear SirMadam

Ref: - China Multiple Entry Visa for Mr. XXXXXX

XXXX XXX Mfy.Co.,Ltd. (XX ) wishes to support Mr.XXXX holder of XXXX(填护照上的国家名) Passport No: XXXXX, to apply for a China Visa, to attend Design Review Meetings, to inspect Prototypes and Production Lots at XXs Production Facilities in XXXX Guang Dong Province.

He will refine and approve Fixture Designs plus carry out the Inspection on Pre-Production Samples and postproduction items, for their Fixture Supply Program. Thus he requires to get a Multiple Entry Visa to enable him to travel conveniently to China during the whole process.

The factory address in China is:

XXXXX City XXXXXXX Mfy. Co., Ltd.

这里写工厂英文地址)

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