**INVITATION LETTER**

초청장 발급일

Thanks you for your help and assistance to 중국회사명 I, the undersigned, as the president of 중국회사명 would like to certify that the following person is scheduled to leave for china. Together with 주재원이름(초대하는사람) as a member of his family.

-Name :

-Sex :

-Date of birth :

-Nationality :

And furthermore, such expenses as required for food, boarding & lodging and other incidental matters which may occur during their stay in your country as well as round trip airfare shall be borne by the undersigned. In addition to this, I will guarantee that they will not become any public charge during their stay and also they will be back as soon as 주재원이름 finishes jobs that period of invitation 체류기간(1년으로작성) .  
If it is necessary, please contact us at the address below.

-Address : 현지회사주소

-Phone : 현지회사 전화번호

Your kind consideration and prompt actions on this matter would be highly appreciated.

Thank yon in advance, I remain

초청장발급일

현지담당자 이름+싸인

회사 직인 도장