以下是商务访问签证邀请信所需提供的信息（The following information is required for a F-visa invitation letter):

**LETTER HEAD**

1. 被邀请人个人信息(applicant's personal information):
   A. 姓名(name)
   B. 性别(gender)
   C. 出生年月日(date of birth)
   D. 国籍(nationality)
   E. 所任职的公司全称以及其职务(full name of the company which the applicant works for and the job title)

2. 赴华目的(将从事何种商务活动): purpose of the visit(what kind of business)

3. 将访问哪个省和城市: What city and province will the applicant visit?

4. 拟何时入境并何时离境: date of arrival and leaving

5. 被邀请方与邀请方之间是什么样的业务关系(What kind of relationship between the Chinese company and the US company? Or What relationship between the applicant and the person who invited him/ her?)

6. 谁将负责被邀请方的行程费用(Who will bear the cost of the applicant's accommodations in China?)

7. 邀请方单位全称(full name of the unit / company which invited the applicant):

8. 邀请方需提供联系人的(Who will the applicant contact with in China):
   A. 姓名(name of the person)
   B. 在邀请单位中的职位(Job title in the unit or company)
   C. 联系地址(detail of the address)
   D. 电话以及电子邮箱(direct contact phone number and email address)

9. 邀请人签名以及公司公章(signature and company seal)