

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am pleased to extend an invitation to you to visit Qingdao, China, from [start date] to [end date]. During your stay, we will have the opportunity to explore our beautiful city and engage in [specific activities/events planned].

Our itinerary includes visits to attractions such as [list attractions or activities], as well as time for cultural exchange and discussions regarding [mention any relevant topics].

Qingdao is known for its stunning coastal scenery, vibrant culture, and delectable cuisine, and I am excited to share these experiences with you. Please let me know your travel plans at your earliest convenience. I look forward to welcoming you to Qingdao.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]