

[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. It is with great pleasure that I invite you to visit Wuhan, China, to [mention purpose - e.g., attend a conference, explore cultural sites, etc.].

The visit is scheduled for [dates of visit], and I believe this experience will be enriching for you. During your time here, we will have the opportunity to [mention any planned activities or highlights].

Please feel free to reach out if you have any questions or need assistance with travel arrangements. I look forward to welcoming you to Wuhan!

Warm regards,

[Your Name]

[Your Title/Organization, if applicable]