

[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 writing to formally invite you to visit Zhengzhou, the capital city of Henan Province, China.

The visit is scheduled for [insert dates] and will include various exciting activities such as [briefly describe planned activities or events]. It would be a wonderful opportunity for you to experience the rich culture, history, and hospitality Zhengzhou has to offer.

We would be delighted to host you during your stay and assist with any arrangements needed for your trip. Please let us know if you can join us.

Looking forward to your positive response.

Warm regards,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Organization, if applicable]