

[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 Zhongshan, a beautiful city known for its rich culture and vibrant economy.

The purpose of your visit would be to [explain the reason for the visit, e.g., attend a conference, explore business opportunities, participate in a cultural exchange, etc.]. The visit is scheduled for [dates of the visit]. During your stay, we will arrange for accommodations, transportation, and an itinerary that includes [briefly list any planned activities or events].

We are excited about the possibility of your visit and believe it will be mutually beneficial. Please let us know your availability, and feel free to reach out if you have any questions or need further information.

Looking forward to your positive response.

Best regards,

[Your Name]
[Your Position/Title]
[Your Organization/Company Name]