

[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, [Country/Region], from [Start Date] to [End Date].

During your stay, we would be delighted to show you around our beautiful city and introduce you to its rich culture and history.

We have planned a variety of activities, including visits to [list notable attractions or events], and opportunities to engage with local communities. This visit will not only provide a chance to explore Zhengzhou but also to strengthen our relationship and collaboration in [specific area or project].

Please let us know your availability, and if you require any assistance with travel arrangements or accommodations, don't hesitate to reach out.

We look forward to welcoming you to Zhengzhou!

Warm regards,

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