

Note: All fields in angle brackets (<>) will need to be altered to fit your circumstances

<Your Wushu School>
<Your Address>
<Your City>
<Your Country>

Address 1
Address 2
Beijing
China

Dated: <Today>

Dear Sir/Madam

Re: Invitation to visit <Your Wushu School> during <month> <year>

<Your Wushu School> is extremely pleased to invite Ms Lu Yan to visit our centre during <month><year>. We would like to invite her for the duration of <duration> from <start date> to <end date>.

We will gladly cover the costs of her flight, her accommodation and living expenses for the duration of her stay.

Kind Regards

<Your Name>
Director