# 邀请信的写法及格式（精选）

来源：网络 作者：海棠云影 更新时间：2025-03-02

*第一篇：邀请信的写法及格式（精选）邀请信：邀请信是为了增进友谊，发展业务，邀请客人参加庆典、会议及各种活动的信函。格式：１称谓。２开头：向被邀请人简单问候。３交待时间、地点和活动内容、邀请原因等。４参加活动的细节安排。５联系人、电话、地址...*

**第一篇：邀请信的写法及格式（精选）**

邀请信：邀请信是为了增进友谊，发展业务，邀请客人参加庆典、会议及各种活动的信函。格式：１称谓。２开头：向被邀请人简单问候。３交待时间、地点和活动内容、邀请原因等。４参加活动的细节安排。５联系人、电话、地址、落款、日期。范例国内招标邀请通知书ｘｘｘ（单位名称）：ｘｘｘ大桥工程是我省ｘ年养路费计划安排的项目，经请示省交通厅同意采取招标的方法进行发包。你单位多年来从事公路建设，施工任务完成得很好，我处深表赞赏，故特邀请贵单位参加施工投标。随函邮寄＂桥梁工程施工招标启事＂１份。接函后，如同意，望于ｘ年ｘ月ｘ日上午ｘ时到省交通厅食宿站（建筑街副１号，火车站前）领取＂投标文件＂（包括施工图设计），并请按规章制度日期参加工程投标。

招标单位：ｘｘ省交通厅生产综合处

地址：省交通厅二楼２０９号

联系人：ｘｘｘ

电话：ｘｘｘｘｘｘｘ

ｘ年ｘ月ｘ日

**第二篇：邀请信的写法格式与内容**

前边我们已经将书信的格式写法作了较详细的介绍，邀请信作为信的一种形式可参照一般书信的格式去写。这里就其内容和需注意的地方作一交待。(一)邀请信的内容第一，说明邀请对方参加什么活动、邀请的原因是什么。第二，将活动安排的细节及注意事项告诉对方。诸如时间、地点、参加人员、人数，做些什么样的准备及所穿的服饰等。第三，为了方便安排活动，如有必要，可注明请对方予以回复看看能否应邀及还有哪些要求等。(二)邀请信应注意的事项邀请人和被邀请人要用第二人称，参加活动的时间地点也要写得清楚明确。希望被邀请人收到请柬后给予答复的；则须在请柬上注明R.S.V.p或r.s.v.p.字样，意为“请答复”。有时为了方便联系，可留下自己的电话号码或地址。对参加活动的人有什么具体要求可简单的在请柬上注明，比如对服装的要求，要求穿礼服时，须在请柬的右下角注明Dress：Formal；较随意时可用：Dress：Informal。

**第三篇：英语邀请信写法**

重庆森博国际教育

沙坪坝三峡广场新华书店旁立海大厦25楼

邀请信

1.,引入invitation letter: If you want to invite one of your superior(who is a foreigner), what will you do? 2.定义：邀请信分为两种：一种属于个人信函，例如邀请某人共进晚餐、参加宴会、观看电影、出席典礼等。另一种邀请信则属于事务信函，一般是邀请参加会议、学术活动等等。

一：个人邀请信（30分钟）

个人邀请信的对象：第一种邀请信邀请的对象一般是朋友、熟人，所以内容格式上的要求都比较松，可以写得随便一些。只要表明邀请的意图，说明活动的内容、时间、地点等等。

重点:既然是邀请信，那么在信中就一定要表达非常希望对方能够参加或者出席的愿望。这种邀请信的篇幅可以非常短，但是内容应该表达清楚。下面以一封邀请看电影的短信为例：

Dear Selia，We have four tickets for a famous film shown at Starlight Cinema, The Longest Day, Friday, the ninth.Will you join us? We’ll be looking for you at eight o’clock, Friday night in front of the cinema, so please don’t disappoint us!

Warmest regards.Sandy

让学生列举个人邀请信，并口头表达一下重要句子 第二：事务型邀请信（20分钟）

事务型邀请信:第二种邀请信一般由会议或学术活动的组委会的某一位负责人来写，以组委会的名义发出，而且被邀请者通常也是属于比较有威望的人士。因此，这类邀请信的措辞要相对正式一些，语气要热情有礼。

重庆森博国际教育

沙坪坝三峡广场新华书店旁立海大厦25楼

这一类邀请信通常要包括以下内容：首先表明邀请对方参加的意图以及会议或学术活动的名称、时间、地点；然后要对被邀请者的威望和学术水平等表示推崇和赞赏，表明如果被邀请者能够接受邀请，会给会议或者活动带来很好的影响；接着要说明会议或活动的相关事宜，最好是能引起对方兴趣的事宜；当然不能忘了表达希望对方能够参加的诚意；最后还要请收信人对发出的邀请做出反馈，如确认接受邀请。

下面是一封邀请对方参加学术会议的信函：

Dear Professor Yu，On behalf of the Ohio State University and the IEEE Computer Society, I would be very pleased to invite you to attend and chair a session of the forthcoming 2025 International Conference on Parallel Data Processing to be held in Bellaire, Michigan, from October 25 to October 30, 2025.You are an internationally acclaimed scholar and educator.Your participation will be among the highlights of the Conference.We sincerely hope that you could accept our invitation.As you know, this is the 10th anniversary of the Conference and we plan to make it a truly international meeting.We have accepted many papers from several foreign countries, including two from China.If you can come, please let us know asap, since we have to prepare the final program soon.We are really looking forward to your acceptance.Sincerely yours，Sandy

对邀请信的回复（40分钟）：

无论是收到哪种邀请信都要复信，明确表示态度，即接受与否。而且无论接受与

重庆森博国际教育

沙坪坝三峡广场新华书店旁立海大厦25楼

否都要对邀请者表示感谢。接受邀请的回信一般包含以下内容：首先感谢对方的邀请，并重述邀请信中的主要内容；然后愉快地表示接受邀请，并简要说明自己的安排；最后表示期待赴会和与对方见面的心情。

下面是一封接受邀请的信，与上面第一封邀请信相对应：

Dear Sandy，Thank you very much for your invitation.It will be great pleasure for me to join you on Friday for the wonderful film.I will arrive at the cinema before eight.I look forward to meeting you on Friday.Thank you for thinking of me.Yours, Selia

谢绝邀请的回信一般包含以下几方面的内容：首先还是要对对方的邀请表示感谢；然后具体说明自己无法接受邀请的原因，并对无法出席表示遗憾；最后表达自己的祝愿，即祝愿自己未能参加的会议或者活动能够顺利进行。

下面是一封谢绝邀请的信，与上面的第二封邀请信相对应：

Dear Professor sandy，Many thanks for your letter dated 15th August, inviting me to attend and chair a session of the forthcoming 2025 International Conference on Parallel Data Processing to be held in Bellaire, Michigan, from October 25 to 40, 2025.Much to my regret, I shall not be able to honor the invitation because I have been suffering from a disease since this summer.I am firmly advised that it would be unwise to undertake any distant and long travel in the near future.I feel very sad to miss the opportunity of meeting you and many others in the field of Computer Science.I wish the conference a complete success.3

重庆森博国际教育

沙坪坝三峡广场新华书店旁立海大厦25楼

Faithfully yours, Yu

--By Sandy（Yu）

**第四篇：邀请信的写法格式与内容**

前边我们已经将书信的格式写法作了较详细的介绍，邀请信作为信的一种形式可参照一般书信的格式去写，邀请信的写法格式与内容。这里就其内容和需注意的地方作一交待。(一)邀请信的内容

第一，说明邀请对方参加什么活动、邀请的原因是什么。

第二，将活动安排的细节及注意事项告诉对方。诸如时间、地点、参加人员、人数，做些什么样的准备及所穿的服饰等，邀请函《邀请信的写法格式与内容》。

第三，为了方便安排活动，如有必要，可注明请对方予以回复看看能否应邀及还有哪些要求等。(二)邀请信应注意的事项

邀请人和被邀请人要用第二人称，参加活动的时间地点也要写得清楚明确。

希望被邀请人收到请柬后给予答复的；则须在请柬上注明r.s.v.p或r.s.v.p.字样，意为“请答复”。有时为了方便联系，可留下自己的电话号码或地址。

对参加活动的人有什么具体要求可简单的在请柬上注明，比如对服装的要求，要求穿礼服时，须在请柬的右下角注明dress：formal；较随意时可用：dress：informal。

**第五篇：Letters of invitation商务英语邀请信写法**

Letters of invitation

Patterns of invitation

1)Very formal Pattern:

• So-and-so requests the pleasure of your company at …

• very formal expressions： “R.S.V.P.”（French：Repondez s’il vous plait，French abbreviation for “please reply”).)Formal Pattern :

• You are cordially invited to …

• inviter appears at end;

3)Less formal Pattern:

 So-and-so cordially invites you to …

4)Informal: Some possible patterns:

 I am writing to ask whether you would like to come …, I hope you will …, I wonder whether you’ll be able to come…

 informal language;may bring in more than one sentence.5)Casual: Some possible patterns:

• How about coming …?

• colloquial language;

What are the elements should include in an invitation?

Is it appropriate?

-I’d like you and Tom to come to dinner next Monday.-I’d like you and Tom to come to dinner next Monday, May the fifth at 6 o’

clock.P.M., at the Locus Hotel”.(1)Be sure to include in your invitation letter:

a)the name of the person sponsoring the event(who is the host/hostess?)

b)exactly who is invited(can someone bring a guest, spouse, child?)

c)what type of social event is being held

d)the date, address, and time of the event

Optional Parts

 directions or a simple map if the location may be difficult to find

 what type of dress is appropriate or preferred

 the phone number and deadline to reply;precede these facts with “R.S.V.P

1.Admission by Invitation only

2.R.S.V.P(regrets only)/(acceptance only)

3.Potluck(supper)

4.BYOF: bring your own food

5.BYOB: bring your own bottle

• Try to send your invitation letter two weeks or more in advance!

Three usual formats of invitations

1)Formal Letters of invitation

Tel: 027-87861723 Fax: 027-87851454

January 10, 2025

Dear Sirs,180 Luoyu Road Wuhan 430071 P.R.China

This is to advise that we are going to hold an 2025 International Fairin Wuhan from April 29 to May 4.A great variety of samples will be on exhibition.It is a pleasure for us to invite you to the Fair.Please confirm your participation at your earliest convenience.Yours faithfully

2)Informal Letters of invitation

Mr.Richard Adkins

Sales Manager

ELECTRICALAPPLIANCESCO.68 High Street

London EC 4

England

Dear Mr.Adkins

We would like to invite you to attend the 2025 International Fair which will be held from April 29 to May 4 at the above address.Full details on the Fair will be sent in a week.We look forward to hearing from you soon, and hope that you will be able to attend.Sincerely,Li Bo

A Letter of Accepting an Invitation

Dear Mr.Li Bo

Thank you for your letter of March 20 inviting our corporation to participate in the 2025 International Fair.We are very pleased to accept and will plan to display our electrical appliances as we did in previous years.Mr.Norman will be in your city from April 22 to 28 to make specific arrangements and would very much appreciate your assistance.Sincerely,Richard Adkins

Richard Adkins

Sales Manager

How to decline an invitation

It’s important to know

There will be times when you will have to decline an invitation to a special event or party.Following proper etiquette in declining will not only spare feelings, but will also make the task of planning for the occasion a lot easier on the host and/or hostess.A letter of Declining an Invitation-1

Dear Mr.Li Bo

Thank you very much for your invitation to attend the 2025 International Fair.As we are going to open a repair shop in your city at that time, we are sorry that we

shall not be able to come.We hope to see you on some future occasion.Sincerely,Richard Adkins

Richard Adkins

Sales Manager

26.A letter of Declining an Invitation-2

1)I’d like you to come to our dinner this evening.2)Request the pleasure of … 恭请…

3)The favor of a reply is requested.敬赐复函。

4)May I have the honor of your company at dinner?

5)Thank you for inviting us to dinner.6)We are delighted to accept your invitation.7)I wish I could be there, but I expect to be away on vacation at that time.8)Please reply to Thirty-five Park Avenue.9)We’ll be awaiting your arrival on the twelfth.10)I hope you are not too busy to come

11.I’m looking forward to seeing you.12)We thought it would be pleasant to have some of our friends to celebrate it.13)The reception will be held in …, on…

14)We sincerely hope you can attend.15)We have decided to have a party in honor of the occasion.16)Please let me know as soon as possible if you can come and tell me when you will be able to do so.17)Please confirm your participation at your earliest convenience.

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！