附件2

Sample Letter

Date:2016/12/22

To:

H.E./MR./MS.×× (full name of the recipient)

Governor of ×× (full name of the recipient state/province)

×× (full name of the recipient country)

Your Excellency/ MR./MS.×× (abbreviated name),

(The main body)

I avail myself of this opportunity to renew to you the assurances of my

consideration.

（signature）

Director General of Department of Foreign and Overseas Chinese Affairs

Sichuan Provincial People’s Government

People’s Republic of China