Dear Officer,

My name is xxx. I am currently studying at (你的大学名字) doing (你的专业名字). I hold Student Visa which expires on (xx/xx/xxxx), my Chinese passport number is (xxxxxxx).

(xxx) is/are my (mother/father/parents/friends). (Her/His/Their) passport is/are (xxxxxxx). I invite (her/him/them) to visit and travel with me in the UK.

As (she/he/they) can only speak very little English, I hope this letter could explain the situation.

(She/He/They) plan(s) to stay in the UK for (在英国停留的时间). I will accompany them during the whole trip, and we will be staying at (会在英国住的地址信息). (She/He/They) will cover all the expenses (herself/himself/themselves).

I'll be waiting for (her/him/them) in the Arrivals hall. If you have any questions regarding my status or their trip in the UK, please do not hesitate to contact me. My phone number is (xxxxx).

Thank you very much.

Kind Regards,

(YOUR NAME)