LOGO

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4 October 2012

Professor Zhang San
Position
School of XXXXXXX
Administrative Building
Shanghai University of Engineering Science
333 Longteng Road, Songjiang District
Shanghai 201620
China

Dear Professor Zhang

On behalf of XXXXXXXXXXXXXXXX University , I am pleased to extend an invitation to you and the representatives from the Shanghai University of Engineering Science to visit xxx in Brisbane, Australia from mm-dd to mm-dd, yyyy.

The delegation will include the following representatives:

| Name | Gender | DOB | Title |
|---|---|---|---|
| ZHANG San | M | yyyymmdd | Dean of School of XXXXXXX |
| LI Si | M | yyyymmdd | Assistant to Dean of School of XXXXXX |
| WANG Wu | M | yyyymmdd | Director of XXXXXX Dept. |
| ZHAO Liu | F | yyyymmdd | Dean, School of XXXXXXX |
| SUN Qi | M | yyyymmdd | Deputy Dean, XXXXXXX |
| ZHOU Ba | M | yyyymmdd | International Coordinator, XXXXX |

The aim of the visit is to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX，

I understand all expenses of the visit, including international airfares, accommodation, meals and transport, will be covered by the members of the delegation.

Should you need any further assistance, please feel free to contact me on +61 x-xxxx-xxxx email xxxx@xxx.edu.au

I look forward to welcoming you to xxx

Yours sincerely

签名

Professor XXXX
Title