

1) 美国邀请函样张



XXX School of Hospitality & Tourism Management
XXXXXX UNIVERSITY

January 9th, 2013

Mr. **Zhang San**
Professor
Shanghai University of Engineering Science
333 LongTeng Rd, Song Jiang District, Shanghai, 201620,
P.R. CHINA

Dear Mr. Zhang San:

On behalf of **XXXXXXX** University and the **XXXX** School of Hospitality and Tourism Management, it is a pleasure to extend an invitation to you and your delegates to visit the campus in **XXXXXXX** USA to promote the future collaboration between two institutes.

We invite the following delegates to arrive on March 1st and return on March 4th 2013:

Zhang San, Male, Born: **mm dd, yyyy**
Professor, School of **XXXXX**, Shanghai University of Engineering Science

Li Si, Female, Born: **mm dd, yyyy**
Associate Dean of School of **XXXX**, Shanghai University of Engineering Science

Wang Wu, Male, Born: **mm dd, yyyy**
Professor of School of **XXXX**, Shanghai University of Engineering Science

During your visit, we will discuss the possibility of cooperation in the field of students and faculty exchange and academic research. As agreed upon, all expenses will be covered by Shanghai University of Engineering Science.

Your acceptance of this invitation will be very much appreciated, and we eagerly anticipate welcoming you to **XXXX** University and to the **XXXXX** community.

Respectfully,

签名

XXXXXXX, Ed.D.

Dean

XXX School of Hospitality and Tourism Management

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