

Prof. ZHANG SAN  
Dean of School of XXXX  
Shanghai University of Engineering Science  
333 Longteng Rd, Songjiang District, Shanghai 201620

Date: August 7, 2014

Dear Prof. Zhang,

I am very pleased to extend an invitation to the following delegates from Shanghai University of Engineering Science to visit XXXXXXXXXXXXXXXXXXXXXXXX for 3 days' visit during the period from mm-dd to mm-dd, yyyy. . The purpose of the visit is XXXXXXXXXXXXXXXXXXXXXXXX  
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XX  
XXXXXXXXXXXX.

Details of the invited delegates from Shanghai University of Engineering Science are as follows:

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

It is understood that all expenses relating to this visit, such as round-trip airfare, accommodation, transportation and insurance, etc. will be covered by Shanghai University of Engineering Science.

Please contact me if you require any additional information. We look forward to the visit in October/November

Yours Sincerely

签字

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