

4) 德国邀请函样张

LOGO

To

German Embassy in China

Prof. Dr. XXXXXX
Vice Dean, Faculty IWID
University of XXXXXXXXXXXX
XXXXXXXXXXXXX / Germany

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Magdeburg, May 7th , 2013

Invitation letter for Prof. Zhang San

Dear Madams and Sirs,

It is a great honor for me to invite Mr. Prof. Zhang, Director of Dept. for XXXXXXXXXXXX
ment of Shanghai University of Engineering Science, to visit our university for 5 days be-
tween June and July, 2013. The purpose of this visit will be to inform about xxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxx and conduct the academic exchange.

Below is the personal information of the visitor:

Name	Title	Gender	DOB MM/DD/YYYY	Passport No.
Zhang San	Professor, Director	Male	12/12/1960	PE1234567

All expenses relating to this visit, including all travelling tickets, hotel, medical insurance etc.
will be borne by Chinese party.

Schedule in Germany:

- Day 1 Flight from Shanghai to XXX , and from XXX to XXX
- Day 2 Campus tour, engineering labs and so on
- Day 3 XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Day 4 XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Day 5 Arrive in Shanghai

I ask you kindly to issue the entrance visa and thank you very much for your support.

Sincerely yours

签字

(Prof. Dr. xxxxxxxxxxxx)