邀请函编号

Dr. Mike Garcia

Professor

University of Waterloo

Address: xxxxxxxxxxx

Tel: xxxxxxxxxxxxxxx

E-mail: xxxxxxxxxxxx

September 1, 201x

Dear Prof. Mike Garcia,

Greetings from Harbin University of Science and Technology

!

I feel very much honored on behalf of Harbin University of Science and Technology

to invite you (Passport No. xxxxxxxx) to visit HUST from October 14 to November 25 of 201x as our distinguished visiting scholar. During your visit, you will meet with our research teams in School of xxxxxxx and give lectures to our staff and students.

This is a formal invitation. Please contact Prof. xxxxxxx, Vice Dean of the School of xxxxxxx to discuss the academic arrangement of your visit to HUST. xxxx will help you with the logistics and funding. Your expenses including international travel fare, accommodation and monthly allowance will be covered by xxx.

I believe that your visit to HUST will promote research and teaching, and also promote friendship and cooperation between Harbin University of Science and Technology and University of Waterloo. I am looking forward to meeting you in HUST.

Sincerely,

Professor xxxxxx

Dean, School of xxxxxxx

Harbin University of Science and Technology

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