School of 学院名称

 Shandong University of Technology

 266 West Xinchun Rd., Zhangdian, Zibo,

Shandong 255049

Tel: 0086-533-电话

Fax: 0086-533-传真

Dr./Prof. 姓名,

学校名称 University ,

地址

国家

日期

Dear Dr./Prof. 姓,

On behalf of School of 学院名称,Shandong University of Technology, I am very pleased to take this opportunity to extend an invitation for you /and your colleagues to visit us between 日期, 年份 for the purpose of 访问目的. The personal information of the delegation is as follows:

|  |  |  |
| --- | --- | --- |
| **Name & Title** | **Gender** | **Date of Birth** |
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|  |  |  |

As to detailed questions concerning travel arrangements and activity arrangements etc, please feel free to contact 联系人 at [邮箱](%E9%82%AE%E7%AE%B1), tel:86-533-电话, fax: 86-533-传真.

We look forward to meeting you /and your group and to more fruitful exchanges between . I wish you a pleasant journey and a successful visit to SDUT!

Sincerely,

手写签名

Prof. 姓名

职务