School of XXX

Shandong University of Finance and Economics

No. 40 Shungeng Lu

Jinan

250014

P R China

Phone: +86 (0) 531

Email:

November 11th 2014

Professor XXX

XXX University

Dear Professor XXX,

I am writing to invite you (XXX, male, born on XXX, passport number: XXX) to visit School of XXX, Shandong University of Finance and Economics from XXX to XXX(dates) for academic exchanges/research.

We understand that you will be accompanied by your husband/wife XXX.

We look forward to meeting you.

(Signature)

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XXX

Dean

School of XXX (Stamp)

Shandong University of Finance and Economics