School of Foreign Languages

South China University of Technology

Tel:020-

Fax:020-

December 15, 2015

**Invitation Letter**

Dear Professor David Monson,

It is with great pleasure I extend this invitation to you to visit South China University of Technology, China, from March 5 to April 10, 2016. The aim of your visit is to discuss with SCUT faculties and students on scientific paper writing, and the current schedule of your forthcoming visit contains 3 lectures and a seminar.

|  |  |
| --- | --- |
| Date | Arrangement |
| March 5 | Arrival |
| March10-April 5 | Lectures “How to Write a Scientific Paper” |
| April 9 | Seminar \*\*\* |
| ……. |  |

Please find your personal information indicated below:

Full name Gender Date of Birth Nationality Passport No. Title/Position

Your accommodation as well as your flight tickets will be covered by SCUT. We are looking forward to receiving you. Please feel free to contact me if you have any question or concern.

Yours sincerely,

Prof.

(Position)

School of

South China University of Technology

381 Wushan Road, Tianhe, Guangzhou,

Guangdong, P. R. China

**邀请函**

尊敬的\*\*\*教授/先生/女士：

我荣幸地代表华南理工大学邀请您于2016年3月5日至4月10日访问我校。

您的此次访问包括三场讲座与一次研讨会，将与我校师生共同探讨学术论文写作的相关问题。我校将提供外专公寓并报销来回程国际机票。我殷切期盼与您会面，如您有任何问题请与我联系。

您的个人信息如下：

姓名 性别 出生日期 国籍 护照号 职称/职务

日程安排

|  |  |
| --- | --- |
| 3月5日 | 抵达 |
| 3月10日-4月5日 | “如何撰写科技论文”讲座 |
| 4月9日 | \*\*\*研讨会 |
| ...... | … |

华南理工大学

外国语学院\*\*

\*\*

2015年12月15日