Department of \_\_\_\_\_\_\_\_\_\_\_\_

National Cheng Kung University

Tainan 701, Taiwan, ROC

Tel: +886-6\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_

Ms. / Mr. \_\_\_\_\_\_\_\_\_\_\_\_

(Address)

Dear Ms./Mr.

This letter is an official invitation to you \_\_\_\_(name)\_\_\_\_ (Date of birth:\_\_\_\_\_\_\_\_\_, Passport No:\_\_\_\_\_\_\_\_\_\_, Date of issue:\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date of expiry:\_\_\_\_\_\_\_\_\_\_, Issuing office”\_\_\_\_\_\_\_\_\_\_\_\_\_), to visit the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_, National Cheng Kung University, Tainan, Taiwan. You are invited to participate on our research of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We will provide you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This invitation is for \_\_\_ months period with the starting date \_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_. This invitation is made in understanding that your travel, medical insurance and other possible costs of your visit will be covered by yourself or your sponsor in \_\_\_\_(country)\_\_\_\_.

I look forward to your visit to National Cheng Kung University

Yours sincerely,

Professor