國立成功大學\_\_\_\_\_\_\_\_\_\_\_學系 Department of \_\_\_\_\_\_\_\_\_\_\_

National Cheng Kung University

(Date)

Ms./Mr.

(College)

(Address)

Dear Ms./Mr.

I am glad to invite you to visit the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, National Cheng Kung University (NCKU) for your research exchange in my laboratory for six months. The probable time would be between \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_. During your visit, you will participate in a research project relevant to \_\_\_\_\_\_\_\_\_\_\_\_\_(description)\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At NCKU, we will provide you with office and laboratory space, laboratory consumables, stationery and other support for your research study. Your health insurance and daily expense are expected to be covered by yourself. However, my laboratory will support you \_\_(description)\_\_\_\_. Should you have any questions relevant to this visit, please let me know.

I am looking forward to meeting you in Tainan.

Sincerely,

Professor

(Contact Information)