**Office of International Cooperation, Hefei, Anhui 230026, People’s Republic of China**

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# DISPATCH LETTER

At the invitation of XX University（邀请单位），Prof. Zhang San of our university is to leave for Denmark on 26 Aug. 2019，to attend the XX Meeting. He will stay there for about 4 days. Our university will bear all the expenses including his round-trip air tickets, boarding & lodging and transportation and health insurance in Denmark. He will return to duty from abroad on time.

**DATE OF PASSPORT COMPANY**

**NAME SEX BIRTH NUMBER NAME OCCUPATION**

**Zhang San Male, 1969.10.23, PE0483091 USTC, Professor**

Director for Visiting-abroad Affairs 李领

Tel：0551-63600571

University of Science and Technology of China

June 23, 2019