**DISPATCH LETTER**

**February 16, 2020**

U.S. Consulate General in Chengdu (请在具体申请签证的使领馆官网查询使领馆名称)

Dear Sir or Madam,

We ensure that the delegation led by Mr. / Ms. Li Mingqing, who is the vice dean of School of Basic Medical Sciences, Chengdu University of Traditional Chinese Medicine (CDUTCM) will go to 国家名 for business about 7 days from May 16 to May 22, 2020. All the expenses including health & medical insurance, accommodation and international airfare, etc. that may occur during the trip will be paid by CDUTCM.（费用承担情况与邀请函保持一致）

We hereby formally guarantee that they will abide by the outbound laws during their stay in 国家名 and will come back to China on time.

The name list is as follows (Including Name and Passport Number):

Prof. Ms. Li Mingqing, Date of Birth:22/05/80, Passport No.:PE0001111

Prof. Mr. \*\*\*\*, Date of Birth: \*\*/\*\*/\*\*, Passport No.:

Prof. Ms. \*\*\*\*, Date of Birth: \*\*/\*\*/\*\*, Passport No.:

Prof. Mr. \*\*\*\*, Date of Birth: \*\*/\*\*/\*\*, Passport No.:

Dr. Ms. \*\*\*\*, Date of Birth: \*\*/\*\*/\*\*, Passport No.:

Ms. \*\*\*\*, Date of Birth: \*\*/\*\*/\*\*, Passport No.:

We greatly appreciate any assistance you can provide them Visas for the trip to 出访国家名.

Thank you very much for your kind attention.

Yours faithfully,

Prof. Gao Yongxiang

Director of International Cooperation and Exchange Office

Chengdu University of Traditional Chinese Medicine