PLEASE INSERT THE LETTER HEAD OF YOUR UNIVERSITY HERE

Oct 27, 2023

PLEASE INSERT NAME OF INVITED EXCHANGE FACULTY

PLEASE INSERT ADDRESS OF PARTNER UNIVERSITY

Dear Dr. PLEASE INSERT NAME OF INVITED EXCHANGE FACULTY,

On behalf of Hosting University, I would like to extend an invitation to you to visit our campus as an **exchange faculty**. We look forward to hosting you from November 11, 2024 until November 15, 2024. During this period, we are very appreciative of your presence for a 9-hour lecture on November 14 (Topic: 「**PLEASE INSERT TITLE OF TOPIC**」, academic consultations, and discussions about collaboration. Host professor and department will be Prof. XXX from the Department of XXX.

Our university would like to offer you a round-trip flight ticket and xxx with a total up to NTD 50,000 to show our appreciation for your contribution to the university.

We would be honored to have you at Hosting University, and we look forward to celebrating your presence here.

Very truly yours

Prof. XXX

Chair of Department XXX

Hosting University