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# DISPATCH LETTER

At the invitation of University of XXX（邀请单位）, Professor Zhang San will visit University of XXX, Lisbon, Portugal during the period 3-7 February 2019. He will stay there for about 5 days. Our University will cover his international round-trip air tickets, accommodation in Portugal, insurance and other costs. He will return to duty from abroad on time.

Zhang San, Male, Born on May 22ed, 1970, Professor

University of Science and Technology of China

Jan. 4, 2019