Embassy of XXX（国家）in Beijing / General Consulate of XXX（国家）in Shenyang（根据出访国情况）

March 13, 2023

Dear Sir or Madam,

This is to confirm that XXX（出访人姓名）, XXX（出访人职务）（passport number：PEXXXXXXX） of Northeastern University, invited by XXX（邀请人姓名）, XXX（邀请人职务） of XXX（邀请人单位）, was appointed by our unit to visit XXX（出访国家） to attend xxxxxxxx（会议全称） / do academic exchanges（出访任务根据实际情况填写） from March 18（出访开始日期） to March 24 （出访结束日期）, 2023（年份） for 7（总天数） days.

The international air tickets, accommodation, medical insurance and all the expenses during this trip will be borne by our unit. We guarantee that XXX（出访人姓名）will obey the laws of your country during this trip and return to China as scheduled.

Your kind assistance in issuing him/her the entry visa will be greatly appreciated. Please contact us if you need any further information.