**A Letter of Invitation**

School of Material Science and Engineering

XXXX University

XXX Road

XXX Distract

Shanghai 201805

P.R. China

Nov. 18, 2015

Prof. Smith

College of Science and Technology

Central Michigan University

ET Building 200

Mount Pleasant, MI 48859

U.S.A

Dear Prof. Smith,

On behalf of the School of Material Science and Engineering at XXX University, I am honored to invite you to be a keynote speaker at the 5th international XXXXX Convention to be held, May 20 – 28, at Shanghai International Convention Center. The workshop will focus on the innovative researches, advanced production procedures, and applications especially in aero-industry in XXX field.

Your presence will attract numerous professionals to the seminar because you are the top expert worldly in the field.

Your round-trip flight, local expense including hotel accommodation, meals and registration fee will be covered by the organizers.

The more detailed information and a copy of the advance schedule on the workshop is enclosed. If you have something unclear on the conference, please do not hesitate to contact our convenor, Mrs. Feng, at 86-021-12345678. We hope you can spare time from your tight schedule to attend the forum.

We are looking forward to your reply.

Yours sincerely,

Dean of the school

Chair of the Organizing Committee