May 6, 2019

Dear Sir or Madam:

This is to certify that Prof. xxx is a researcher of the Institute of Chemistry, Chinese Academy of Sciences (ICCAS). He was invited to attend the xxx（会议名称，勿简写） in xxx（国家） during xxx to xxx(日期与批件时间、签证时间一致).

The ICCAS will provide him with all necessary expenses, including international air tickets, accommodation and local expenses（经费请根据实际情况修改）. Basically he has bought the medical insurances in xxx(国家).

I guarantee that he will return as plan and appreciate your cooperation and conveniences provided for his visa application.

Best wishes

Chunying Shu

Director of the Division of Human Resources

Institute of Chemistry, Chinese Academy of Sciences

备注（请打印前删除）：请用化学所抬头的信纸打印，签字盖章后请复印一份提交。