

Prof Yiyu Cai, Ph. D  
Director, Computer-aided Engineering Labs

School of Mechanical & Aerospace Engineering  
Nanyang Technological University  
50 Nanyang Avenue, Singapore 639798  
Tel: 67905777  
Email: myycai@ntu.edu.sg

3rd Jan 2018

Personnel Department

Southwest University

P.R. China

Dear Madam/Sir,

**Re: Visit to NTU in 2018**

We are pleased to write this letter to invite the following two people visit us in Nanyang Technological University (NTU) in Singapore from March 28th – April 1st, 2018.

Name	Position	Gender	Date of Birth
Hu Xiyu	Deputy Director of Personnel Department	Female	Feb 9, 1965
Zhao Ke	Deputy Section chief of Personnel Department	Female	Aug14, 1987

We would like to arrange interactive sessions for them to meet up with our faculty, research staff and graduate students. We believe this is an important visit to promote future collaboration between NTU and Southwest University.

It is noted that they will make necessary arrangements of accommodation and logistics for the said visit. It is also understood that they will be responsible for all the expenses of this visit.

This letter can be served for the purpose of applying their visa and other travel documents necessary.

Faithfully yours.

Yiyu Cai

