

Date: **October XX, 201X**

Ref: **NMPA-19-**

XXXXXXXX Embassy to China,

Invited by **XXXXXXXXXXXXXXXXXXXX**, Ms.**XXX XXXXX**(Senior Staff Member(职务), Department of Science, Technology and International Cooperation (部门), China National Medical Products Administration) will leave Beijing on **XX** November, 201X for **XXX**(城市名), **XXXXXXXX** (国家名), to **XXXXXXXXXXXXXXXXXXXX**. She will stay for **X** days. **Her** expenses including the round-way air tickets, accommodation and lodging, overseas travel and medical insurance will be covered by **China National Medical Products Administration**.

Department of Science, Technology and International Cooperation

China National Medical Products Administration