August 19th, 2018

**Dispatch Letter**

To whom it may concern,

This is to certify that Mr.XXXX (Passport No.XXXX) is a regular employee of Nanjing Medical University and acts as the director of dean’s office of our university.

Due to the need for development and exchange of medical simulation education, our university has decided to dispatch  Mr.XXXX to the Republic of Czech, from Oct. 4th to 12th, to attend the conference which is for the purpose of international medical cooperation on personnel training. All the costs of Mr. XXX for air tickets, accommodation, meals and insurance, etc. will be borne by our university. Our university assures that  Mr.XXXX will abide by the laws of the country and will return to China on schedule.

Sincerely yours,

Shen Hongbing, Ph.D.

President

Nanjing Medical University