Date

Invitation letter

Dear Name of Student:

I am pleased to invite you to do an externship in my laboratory to received training in XXXXXX (Content of Externship).

Externship

Duration: from MM DD, 2014 to MM DD, 2014

Institute: XXXXXXXXXXXXX

Content: XXXXXXXXXXXXX

Time schedule:

XXXXXXXXXXXXX

XXXXXXXXXXXXX

XXXXXXXXXXXXX

XXXXXXXXXXXXX

I understand that your travel and living expenses will be covered by the Program for Leading Graduate Schools, Hokkaido University.

We look forward to having you as an externship at my laboratory.

Yours sincerely,

Name

Institute