Form02.EVE

Respectful to:

Warmest greetings from International University, Vietnam National University in Ho Chi Minh City!

We are delighted to inform you that our university is going to organize an Information Day in order to introduce our programs to prospective students and their parents.The highlight of this year event is the participation of representatives from our overseas partner universities who are excited to make initial contacts with students.

This time of the year is considered very critical to high school students as they are going to choose universities to apply for admission. Hence, we really hope to provide students and their family with as much information about our university and available courses as possible. During the session, students and their parents will be informed of our various programs including twinning courses and degree options, and will be advised of the admission criteria so that students could be better prepared to make one of the most important decision of their lives.

On this occasion, we would like to invite you to join us on this Information Day for the academic year …. You are invited to give talks and presentations about your university and our joint training programs during the session. Please let us know prior to **dd/mm/yyy** if you and your colleagues are interested in attending the event.

This year, our estimated budget for this campaign is about … USD. We would be grateful if your university could partly contribute to the organization of this session. Last but not least, we would like to extend our special thanks and appreciation to your last contribution in our recent Information Session which was organized in dd/mm/yyyy…

If you need a Proforma Invoice including our bank account details or Letter of Invitation for visa application, please let us know.

Details of the date and venue are as follows:

Date:

Time:

Venue:

We look forward to hearing from you at your earliest convenience.

Sincerely yours,

RECTOR