致：XXXXX大学

兹证明XXX，男/女，XXXX年X月XX日出生，在我校全日制学习。他/她在 学院XXXXXX系X 年级，一直表现良好。

从XXXX年X月开始，他/她将参加我校与XXXXX大学的XXXX交流项目，并于XXXX年X月返回我校。

请随时获取更多信息。

此致

李咏梅副教授（李咏梅）

国际学院副院长

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To: the name of the university

This is to certify that XXX , male/female, born on April 29, 2000, has been studying full-time at our school. He/She is in Grade\_\_\_ , faculty of Human Resource Management and performs well all the time.

He/She will take part in XXXXXX exchange program between our school and the name of the university starting from February, 2020 and return to our school at August, 2020.

Please feel free to get more information.

Yours Sincerely,

Prof. Li Yongmei （李咏梅）

Associate Dean of International School

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