Invitation to Visiting Scholar – Sample Letter

Date

Name
Address

Dear ____________________:

This letter is a formal invitation to you to pursue your current project, “____________________,” under the auspices of the ____________________ Department at the University at Albany.

We agree that the dates specified are________ through________, and expenses for your trip, living expenses, and other research support will be provided by____________________.

The Department and the University are limited in what can be provided locally in terms of additional support. However, we can offer you library privileges, which include library-sponsored computer use, as well as study carrels or office stalls.

I would strongly encourage you examine the faculty roster, which can be found at the __________ department’s web site (http://www.albany.edu/____). I also recommend that you contact experts whom you may wish to meet on our faculty during your stay. Let me also suggest that you take a look at the ________ web site, as there may be additional faculty there who may be of interest to you.

Please let me know when you have made your flight arrangements and what date you will arrive on campus.

Sincerely,