

(Sample Letter from Hope College Department Chair or Scholar's supervisor)

(Print on Letterhead)

March 8, 2015

Habeeb Awad  
International Student & Scholar Advisor  
Office of International Education  
257 Columbia Ave.  
Holland, MI 49423

Dear Mr. Awad

Dr. John Scholar (name of exchange visitor) has been invited to present his research findings at Best University in the World's Biology Conference on April 15 and 16, 2009. Dr. Scholar will give two lectures on

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(subject/field of research).

This opportunity is directly related to his program at Illinois State University because:

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His attendance at the conference will benefit his exchange program in the following ways:

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Dr. Scholar has been making very good progress on his re-search and I am confident that his participation in the conference will not delay or interrupt the completion of his program here.

Best University in the World has offered to provide Mr. Scholar with free airfare (valued at \$323) and an honorarium of \$250. Our department has also decided to reimburse Mr. Scholar for his meals and ground transportation, valued at \$70 and \$125 respectively.

Sincerely,

Departmental Supervisor's Name, Title, etc.