

(Sample Letter from the Inviting Organization)

(Print on Letterhead)
Best University in the World
1492 Santa Maria Drive
Atlantic City, New Jersey 07777
Tel: 201-555-1212

February 22, 2009

Dr. John Scholar
Illinois State University
Department of Never-Ending Merriment
Campus Box 1234
Normal, IL 61790

Dear Dr. Scholar (Exchange Visitor's Name):

It is my pleasure to invite you to present at our Department of Biology's annual conference on April 15 and 16, 2009. As we discussed on the telephone, you will give two lectures, about 60 minutes each about your research at Illinois State University on _____ (subject/field). The location of your presentations will be _____ (give the address where the scholar will be).

Best University in the World will provide you with the following support:

Free airfare to and from Atlantic City (Valued at \$323)
An honorarium of \$250

You will be expected to cover any additional expenses your-self. [Or... if no support or reimbursements will be provided, you might write: "You will not receive any benefits, wages, payments or reimbursements from Best University in the World for your presentations at the conference."] We look forward to meeting you and learning more about your research in _____.

Sincerely,

Signature, Name and Title