

# Letter of Confirmation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution]  
[Institution Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your invitation to join us as a visiting scholar at [Your Institution] from [Start Date] to [End Date]. We are excited about the opportunity to collaborate and engage with you during your time here.

Your contributions in [specific field or expertise] will be invaluable to our academic community. We look forward to your lectures, workshops, and discussions with our faculty and students.

Please let us know if you require any assistance with your travel arrangements or accommodations. We are here to support you in making your visit enjoyable and productive.

Thank you once again for accepting our invitation. We look forward to welcoming you to [Your Institution].

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]  
[Contact Information]