

# Formal Invitation for Visiting Scholar Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Institution]

[Your Institution's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Scholar's Name],

We are pleased to formally invite you to apply for the Visiting Scholar position at [Your Institution]. We believe that your research on [mention specific area of research] is highly aligned with the interests of our faculty and students.

As a Visiting Scholar, you will have access to our resources, engage with our academic community, and contribute your expertise through lectures, workshops, and collaborations.

Please prepare your application by [insert application deadline]. We look forward to the possibility of welcoming you to our community and the substantial contributions you would bring. Should you have any questions, feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Department]

[Your Institution]