

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. I am writing to inquire about the possibility of visiting scholar opportunities at [Recipient's Institution].

I have a keen interest in [specific research areas or topics], and I believe that collaboration with your esteemed institution would be mutually beneficial. I would appreciate any information regarding available slots for visiting scholars and the application process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]