

Request for Sustained Visit

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Institution Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission for a sustained visit to [specific location or institution], to take place from [start date] to [end date]. The purpose of this visit is to [briefly state the purpose of the visit, e.g., conduct research, collaborate on a project, etc.].

During my visit, I plan to [provide a brief outline of activities, meetings, or objectives]. I believe that this sustained engagement will significantly contribute to [mention potential benefits or outcomes].

Please let me know if you require any further information or documentation to process my request. I look forward to your positive response and appreciate your consideration.

Thank you for your time.

Sincerely,
[Your Name]
[Your Position]
[Your Organization/Institution]
[Your Contact Information]