

Letter of Gratitude for University Visiting Professor Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my heartfelt gratitude for the offer to serve as a visiting professor in the [Department Name] at [University Name]. I am truly honored and excited about the opportunity to contribute to your esteemed institution.

The chance to collaborate with talented faculty and engage with bright students aligns perfectly with my professional aspirations and personal values. I am eager to share my knowledge and experiences while also learning from the vibrant academic environment that [University Name] provides.

Thank you once again for this incredible opportunity. I look forward to making meaningful contributions to the department and the larger university community.

Warm regards,

[Your Name]

[Your Current Position]