

Inquiry Regarding Visiting Professor Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dr. [Recipient's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Dr. [Recipient's Last Name],

I hope this message finds you well. I am writing to inquire about the visiting professor position that was recently advertised in [where you found the position]. I am very interested in this opportunity and would like to gather more information regarding the application process and any specific requirements.

Could you please provide details on the expected timeline for the selection process? Additionally, I would appreciate any insights on the responsibilities associated with the position and the aspects you are particularly looking for in a candidate.

Thank you for your time and assistance. I look forward to your response.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]