

Negotiation Letter for Visiting Professor Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for offering me the position of Visiting Professor in the [Department Name] at [University Name]. I am excited about the prospect of joining your esteemed institution and contributing to its academic community.

Before I formally accept the offer, I would like to discuss a few elements of the agreement to ensure that we are aligned on expectations. Specifically, I would like to address the following:

- Salary and Compensation: [Your proposed salary or adjustments you wish to discuss]
- Teaching Load: [Any preferences or adjustments regarding the number of courses]
- Research Opportunities: [Inquiry about funding or support for research activities]
- Relocation Support: [Request for assistance with relocation expenses if applicable]

I believe that addressing these points will set the foundation for a successful and productive collaboration. I am confident that together we can reach a mutually beneficial agreement.

Thank you for considering my requests. I am looking forward to your response and hope we can finalize the details soon.

Sincerely,

[Your Name]

[Your Current Position]

[Your Institution/Organization]

[Your Phone Number]

[Your Email Address]