

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for the offer to join [University Name] as a visiting professor. I am very excited about the opportunity to contribute to the department.

Before making my final decision, I would appreciate it if you could provide me with some additional information regarding the following:

- The specific terms and expectations of the visiting professor role.
- Details regarding compensation and any available benefits.
- Information about available resources for research and teaching support.
- Clarification on the duration of the appointment and any possibilities for extension.

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

Sincerely,

[Your Name]