

# Letter of Acceptance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the position of Visiting Scholar at [University/Institution's Name] as discussed. I am excited about the opportunity to contribute to [specific department or project] and to engage with the faculty and students during my visit.

As per our discussions, I confirm my start date on [Insert Start Date] and anticipate my stay will last until [Insert End Date]. Please let me know if there are any forms or documents that I need to complete before my arrival.

I look forward to collaborating with you and the team at [University/Institution's Name]. Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]