Letter must be on faculty letterhead

DATE

Dean Frank Doyle

Harvard John A. Paulson School of Engineering and Applied Sciences

29 Oxford Street

Cambridge, MA 02138

Dear Dean Doyle,

I am writing to request the appointment of NAME as a Visiting Scholar at the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE. NAME is a TITLE at UNIVERSITY. Their experience will enable them to make valuable contributions to TOPIC(S) OF RESEARCH in my group.

I will cover their research costs and space needs while they are visiting my group, and I will meet with them regularly during this visit.

PAID: I will also be providing them with a stipend/salary.

UNPAID: NAME’s salary and benefits will be paid by UNIVERSITY.

In anticipation of the significant contributions they will make to research at SEAS, and to give them access to the facilities at SEAS that are necessary for this research, I recommend that NAME be appointed a visiting scholar.

Sincerely,

signature

Faculty Name

Title