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 an Associate of the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE. NAME is a TITLE at INSTITUTION/ COMPANY, and they will be collaborating with me on TOPIC(S) OF RESEARCH. I will cover their research costs and space needs while they are visiting my group.

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 the research project, I recommend that NAME be appointed an associate.

Sincerely,

signature

Faculty Name

Title