

[Your Full Name]  
[Current Academic Title/Department]  
[Home Institution Name]  
[Email Address] | [Phone Number]

[Date]

[Host Professor Name]  
[Department Name]  
[Host University/Institution Name]  
[Institution Address]

Dear Professor [Last Name],

I am writing to formally express my interest in joining the [Host Department Name] at [Host University] as a Visiting Scholar for the [Academic Year/Term] period. As a [Your Position] at [Home Institution] specializing in [Your Research Area], I have followed your work on [Specific Research Topic/Publication] with great interest.

The primary objective of my proposed visit is to conduct research on "[Project Title/Theme]." My current work involves [Brief Description of Current Research], and I believe that the resources available at [Host University], specifically [Mention Specific Lab, Library, or Archive], would be instrumental in advancing this project. Furthermore, I am eager to collaborate with you and your colleagues to exchange insights on [Specific Scholarly Topic].

During my stay, I intend to achieve the following goals:

- [Goal 1: e.g., Complete a specific manuscript or data analysis]
- [Goal 2: e.g., Facilitate a seminar or guest lecture]
- [Goal 3: e.g., Develop a long-term institutional partnership]

I am pleased to confirm that my visit will be fully funded by [Funding Agency/Home University/Self-funding], covering all travel, insurance, and living expenses. I am seeking academic affiliation and access to necessary research facilities rather than financial support.

Enclosed please find my Curriculum Vitae and a brief Research Proposal for your review. I would welcome the opportunity to discuss how my background aligns with your department's current initiatives via a video call at your convenience.

Thank you for your time and for considering my application.

Sincerely,

[Signature/Printed Name]