

[Your Full Name]
[Your Academic Title/Position]
[Your Current Institution/Department]
[Your Email Address]
[Your Phone Number]
[Date]

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

Dear Professor [Last Name],

I am writing to formally express my interest in joining the [Department/Lab Name] at [Host University] as a Visiting Scholar for the period of [Start Date] to [End Date]. Having followed your influential work on [Topic/Specific Publication], I am eager to collaborate with your research group to further explore [Specific Research Area].

Currently, I am a [Position, e.g., PhD Candidate/Assistant Professor] at [Home University], where my research focuses on [Brief Description of Current Research]. My work has recently involved [Key Methodology or Finding], and I believe that the facilities and expertise at [Host University] would provide the ideal environment to advance the next phase of my project, which involves [Specific Goal of Visit].

During my stay, I aim to [Specific Objective 1, e.g., conduct experiments using specific equipment], [Specific Objective 2], and contribute to the academic community at [Host University] by [e.g., presenting a seminar or collaborating on a joint paper]. I am particularly interested in your recent findings regarding [Specific Detail of Host's Work] and how they might intersect with my data on [Your Project Detail].

I have secured funding for this visit through [Name of Scholarship/Grant/Self-Funding], which will cover my travel, living expenses, and research costs. I would appreciate the opportunity to discuss how my background aligns with your current laboratory initiatives.

Attached please find my Curriculum Vitae and a brief research proposal. Thank you for your time and for considering my request for affiliation.

Sincerely,

[Your Signature]
[Your Printed Name]