

[Your Full Name]
[Your Current Academic Title/Affiliation]
[Your Email Address]
[Your Phone Number]

[Date]

[Name of Department Head or Selection Committee]
[Department Name]
[Institution/University Name]
[Address]

Subject: Application for Guest Scholar Appointment - *[Proposed Term/Year]*

Dear *[Name of Contact Person or Department Chair]*,

I am writing to formally express my interest in a Guest Scholar appointment within the *[Department Name]* at *[University Name]* for the period of *[Start Date]* to *[End Date]*. As a *[Your Current Role]* at *[Your Home Institution]*, my research focuses on *[Brief Research Topic]*, and I believe that a residency at your institution would be mutually beneficial.

My primary objective during this appointment is to *[Briefly describe goal: e.g., utilize specific archives, collaborate with a specific faculty member, or finish a manuscript]*. I am particularly drawn to *[University Name]* due to the expertise of *[Name of Faculty Host/Collaborator]* and the resources provided by the *[Specific Lab, Library, or Research Center]*.

During my stay, I am prepared to contribute to the academic community by *[e.g., presenting a guest lecture, participating in departmental seminars, or mentoring graduate students]*. I have secured independent funding through *[Funding Source/Sabbatical Leave]* to cover my travel and living expenses for the duration of the visit.

Enclosed please find my Curriculum Vitae and a detailed research proposal. I look forward to the possibility of collaborating with your distinguished faculty.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]