

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

[Date]

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

RE: International Exchange Scholar Application - [Your Name]

Dear Professor [Last Name],
I am writing to formally express my interest in joining the [Department Name] at [Host University] as a visiting exchange scholar for the [Term/Year] academic period. As a [Current Position] at [Home University] specializing in [Field of Study], I have long followed your work regarding [Topic/Specific Research Area] and believe that a residency under your mentorship would be mutually beneficial.

My current research focuses on [Brief Description of Research Project]. During my proposed exchange, I aim to [Specific Goal: e.g., access specific archives, utilize laboratory facilities, or collaborate on a specific study]. I am particularly interested in [Host University]'s resources in [Specific Facility or Library] which are unavailable at my home institution.

Beyond my research goals, I am eager to contribute to the academic community at [Host University] by participating in seminars, engaging with faculty, and potentially delivering a guest lecture on [Your Expertise]. I am confident that this international exchange will foster long-term institutional collaboration between our respective departments.

I have secured [Funding Source/Grant] to cover my travel and living expenses for the duration of my stay. Attached to this letter, you will find my Curriculum Vitae and a detailed Research Proposal.

Thank you for your time and for considering my request for affiliation. I look forward to the possibility of discussing this opportunity with you further.

Sincerely,

[Signature]

[Typed Name]