

[Your Full Name]
[Your Professional Title]
[Your Department/Institution]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Department/Host Institution Name]
[Institution Address]

Subject: Application for Short Term Visiting Scholar Appointment

Dear *[Professor/Dr. Recipient Last Name]*,

I am writing to formally express my interest in a Short Term Visiting Scholar appointment within the *[Department Name]* at *[Host Institution Name]* for the period of *[Start Date]* to *[End Date]*. As a *[Your Current Position]* at *[Your Home Institution]*, my research focuses on *[Specific Research Area/Topic]*.

The primary objective of my proposed visit is to *[Collaborate on a specific project / Access specific archives or equipment / Learn a specific methodology]*. I am particularly drawn to your institution because of *[Specific Lab, Professor, or Resource at the Host University]*. I believe my work on *[Brief Description of Current Project]* aligns closely with the department's current initiatives in *[Relevant Departmental Research Area]*.

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

- *[Goal 1: e.g., Finalizing a joint publication]*
- *[Goal 2: e.g., Conducting specific experiments or data analysis]*
- *[Goal 3: e.g., Presenting a seminar to faculty and students]*

I have secured funding for this visit through *[Name of Grant/Scholarship/Home Institution Funding]*, which will cover my travel, insurance, and living expenses. I do not require financial assistance from *[Host Institution Name]*, but I would appreciate access to *[Library services / Office space / Laboratory facilities]*.

Enclosed are my Curriculum Vitae and a brief research proposal for your review. Thank you for your time and for considering my request for an appointment. I look forward to the possibility of collaborating with your distinguished faculty.

Sincerely,

[Your Signature]

[Your Printed Name]