

[Your Full Name]
[Your Academic Title/Rank]
[Your Department]
[Your Home Institution]
[Your Email Address]
[Phone Number]
[Date]

[Host Faculty Name]
[Department Chair or Dean Name]
[Department Name]
[Host University Name]
[University Address]

Subject: Visiting Scholar Appointment Request - [Your Name]

Dear [Dr./Dean Last Name],

I am writing to formally express my interest in applying for a Visiting Scholar appointment within the [Department Name] at [Host University Name] for the period of [Start Date] to [End Date]. My primary objective for this visit is to [briefly state purpose, e.g., conduct collaborative research, access specific archives, or learn a specific methodology] under the mentorship/collaboration of [Host Professor's Name].

Currently, I serve as a [Your Current Rank] at [Your Home Institution], where my research focuses on [Briefly describe your research area]. I believe that [Host University Name]'s expertise in [Specific Departmental Strength] provides an ideal environment for the progression of my current project, titled "[Project Title]."

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

- [Goal 1: e.g., Complete a manuscript for publication]
- [Goal 2: e.g., Utilize the specialized laboratory equipment]
- [Goal 3: e.g., Engage with faculty and students through a guest lecture or seminar]

I have already been in contact with [Host Professor's Name], who has expressed interest in hosting my visit. I am fully funded by [Funding Source/Sabbatical Grant] and will not require financial support from [Host University Name]. I would, however, request access to [e.g., library resources, shared office space, or specific lab facilities].

Attached to this letter are my curriculum vitae and a detailed research proposal. I look forward to the possibility of contributing to and learning from your academic community.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]