

[Your Name]
[Your Professional Title/Current Affiliation]
[Your Email Address]
[Your Phone Number]
[Date]

[Name of Department Chair or Faculty Sponsor]
[Department Name]
[University/Institution Name]
[Institution Address]

RE: Application for Visiting Research Fellow Appointment

Dear [Title and Name of Recipient],

I am writing to formally express my interest in a Visiting Research Fellow appointment within the [Department Name] at [University/Institution Name] for the period of [Start Date] to [End Date]. Having followed the innovative work produced by your department, specifically [mention specific lab, project, or professor's work], I believe my current research on [Your Research Topic] aligns closely with the department's strategic goals.

Currently, I serve as [Current Position] at [Current Institution], where my work focuses on [Briefly describe core research focus]. During my proposed tenure as a Visiting Fellow, I intend to undertake a project titled "[Title of Research Project]." My primary objectives include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I am particularly interested in collaborating with [Name of Faculty Member] to explore [Specific area of synergy]. I am confident that the resources at [University/Institution Name], such as the [Specific Library, Archive, or Lab], will be instrumental in the completion of this phase of my research. In turn, I look forward to contributing to the academic community through [mention seminars, guest lectures, or workshops].

I have secured funding for this visit through [Source of Funding/Self-Funded status], which will cover my travel, living expenses, and research costs. Attached to this letter are my curriculum vitae, a detailed research proposal, and [any other required documents].

Thank you for your time and for considering my application. I look forward to the possibility of contributing to [University/Institution Name].

Sincerely,

[Signature]
[Your Printed Name]