

[Your Name]  
[Your Department/Title]  
[University/Institution Name]  
[Date]

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

**RE: Visiting Scholar Appointment for [Scholar Name]**

Dear [Recipient Name],

I am writing to formally request the appointment of [Scholar Name] as a Visiting Scholar within the [Department Name] at [University Name]. The proposed period of residency is from [Start Date] to [End Date].

[Scholar Name] is currently [Current Title/Position] at [Scholar's Home Institution]. During their time at our institution, they intend to collaborate on the research project titled "[Project Title]." Their expertise in [Specific Field/Skill] will significantly contribute to our ongoing work in [Research Area].

During the visit, [Scholar Name] will be provided with [list resources, e.g., shared office space, library access, laboratory bench]. Financial support for this visit will be provided by [Source of Funding], and no institutional stipend is requested at this time.

I will serve as the primary faculty host and will oversee the scholar's activities to ensure compliance with university policies. We look forward to the scholarly exchange this visit will facilitate.

Thank you for your consideration of this request.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Contact Information]