

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

[Date]

[Host Faculty Name]
[Host Department]
[Host Institution Name]
[Institution Address]

Dear Dr. [Host Last Name],

I am writing to formally express my interest in applying for a Visiting Scientist position within the [Name of Laboratory/Research Group] at [Host Institution] for the period of [Start Date] to [End Date]. Having followed your work on [Specific Research Topic/Recent Paper], I am eager to contribute to your ongoing projects while advancing my own research in [Your Research Area].

Currently, my research focuses on [Brief Description of Research Focus]. I believe that a residence at [Host Institution] would be mutually beneficial, as I can provide expertise in [Specific Skill, Methodology, or Technology] while utilizing the unique [Specific Facilities/Resources] available at your institution.

During my proposed visit, I aim to achieve [Specific Goal, e.g., completing a joint publication, conducting specific experiments, or learning a new technique]. My visit will be supported by [Funding Source/Sabbatical Grant], covering my travel, local living expenses, and research costs.

Thank you for considering my request for this appointment. I have attached my Curriculum Vitae and a brief research proposal for your review. I look forward to the possibility of collaborating with your team.

Sincerely,

[Your Signature]
[Your Printed Name]