

LETTER OF INVITATION Template

(print on departmental letterhead)

[Date]

[Visitor First and Last Name]

[Title]

[Institution]

[Mailing Address, be sure to include country]

Dear [Professor Last Name]:

On behalf of [Name of hosting department], I am pleased to invite you to visit James Madison University from [start date] to [end date].

The purposes of your visit include [list any visit purposes that apply, e.g. meeting faculty to discuss research areas of mutual interest, learning more about JMU academic programs, exchange of best practices, etc.].

In issuing this letter, I understand that [list visitor and host department's financial responsibilities for accommodation, meals, etc.].

I hope this letter will assist you in applying for U.S. travel documents if needed. I look forward to seeing you in [month of visit].

Sincerely,
[signature]

[Name]

[Title]

[Host JMU Unit/Department]