*Must be printed on departmental or faculty letterhead*

*Date*

*Name:*

*Address:*

Dear Dr. *(name of Scientist/Scholar)*,

It is my pleasure to invite you to visit my lab in the Department of Chemical Engineering at Massachusetts Institute of Technology as a Visiting *(Engineer or Scientist or Scholar)* for anticipated period of *mm/dd/yyyy to mm/dd/yyyy.* I understand that your salary will be supported by *(name of company or institute)* and you will receive no salary from MIT. *(If receiving any salary from MIT please include)*

You also need to acknowledge and sign an Intellectual Property Agreement with MIT Technology Licensing Office signed by a person with signatory authority form your home institution.

During your visit here at MIT your research will focus on *(provide detailed research description- minimum of 2 sentences).* It will be distinctly different from the core work you perform inyour main institution (*name of home institution of visitor*).I believe you will make excellent contributions to our research group, and I look forward to working with you. I will be happy to provide you with a desk and lab space for your work.

Bori Stoyanova (bori@mit.edu) and Roxana Hernandez (roxanah@mit.edu), HR team for the Department of Chemical Engineering, are copied on this letter and will be in touch with you to handle the details of your appointment and if necessary visa.

Please do not hesitate to contact me if you should have any questions.

Sincerely,

*Faculty Name*

 *Title*