Date

Dr. \_\_\_\_\_\_\_\_\_

XXXX

XXXX

XXXX

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_:

This letter is in support of your invitation to the Department of XXX. The proposed visit appointment will be for the length of XXX month(s)/year(s), potentially commencing on XXX and terminating on XXX.

There will be no salary associated with this proposed visit. This proposed visit is contingent upon approval for [funding by the (funding source) (or another funding source) OR visit dates]. You will have to provide proof of funding as necessary to the University of Waterloo and Immigration, Refugee & Citizenship Canada (IRCC). [Once proof of funding is provided OR Once dates of visit are formalized], a formal letter of invitation with confirmed [funding OR dates of visit] will be provided. This letter is an informal invitation only and cannot to be used immigration purposes.

Your expected visit will involve **(INSERT BRIEF DESCRIPTION OF DUTIES/PURPOSE OF VISIT based on visitor’s recommendation letter)**

Should you have any questions concerning the appointment, please communicate directly with Professor XXX or me.

We look forward to hearing from you soon.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXX, XXXXX Date