

## Memo Template for Visiting Scholars (unpaid)

[Date]

[Chair's name]

[Department]

Illinois Institute of Technology

Dear **Chair**,

I am writing to request to invite **[Researcher Name]** as a visiting scholar in the **[department's name]** department. The details of the appointment are as follows.

**Name of visiting scholar:**

**Name of Program if applicable:**

**Research Project:**

**Faculty Host:**

**Appointment Dates:**

**Requested Resources:**

The department, college or university will provide no compensation for this appointment.

CV is attached.

Sincerely,

**[Name & Title]**