

## INVITATION LETTER

[Date - Month, day, year]

[Name]  
[Address]  
[City - State]  
[Country]

Dear [Name],

On behalf of [Name of hosting institution], I would like to formally invite [Name], Passport No. [Passport number] to go through a research internship period at [Institutional acronym]. This invitation is effective for the period of [Month, day, year] to [Month, day, year].

[Name and title] will be your faculty host during your time at [Name of hosting institution] and will work with you as you engage in the following activities at [Institutional acronym]:

**[Describe in detail the individual or collaborative research/training, presentations and other activities].**

It is my understanding that you will provide your own funding, from [Institution that will provide funds], to cover all the expenses of your stay at [Name of hosting institution], including health insurance.

We look forward to welcoming you to [Name of hosting institution]. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

**[Signature and stamp]**  
**[Name, Title]**  
**[Department]**  
**[Name of hosting institution]**

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-The translator has not sighted the original document and has produced this translation on a photocopied/scanned source text provided by the client; trust the veracity/legality of the source text herewith attached at your discretion;

-Translated at the International Relations Office, Paraíba State University, according to the source text in Portuguese language.