

SAMPLE INVITATION LETTER FOR U.S. FULBRIGHT GUEST LECTURE

Central University

Professor Lori Smith
University of American Studies
Political Science Department
Beijing City College

February 24, 2004

Dear Professor Lori Smith,

On behalf of Central University, I am very pleased to have the honor of inviting you to our university for a Fulbright Guest Lecture. We would like you to speak on “The 2004 U.S. Presidential Election: Who will challenge Bush?” and “Money in American Politics.”

We have arranged the lectures for April 8, 2004 at 10:00a.m. and 3:00 p.m. We are expecting an audience of approximately 40 graduate students and faculty from the History and English Departments.

We will provide on-campus accommodations for two nights, April 7 and 8. Please let us know if you will need any audio-visual equipment. Also, please keep us informed of your travel plans.

I look forward to meeting you in Beijing.

Best wishes.

Sincerely yours,

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