

{Insert Department Letterhead}

Name

Department/University

City, State/Province

Postal Code

COUNTRY

Dear FIRST & LAST NAME,

It is my pleasure to invite you to visit the University of Florida, **Department** in the **College** beginning **Start Date**, through **End Date**. During your stay you will be hosted by **Faculty Name, Title** in the **Department** at the University of Florida.

The purpose of your visit is to develop research/studies abroad by participating in research activities at the University of Florida, in Gainesville, Florida, USA. Due to the nature of your visit, your visit is contingent on successful completion of a UF Research Integrity, Security & Compliance (UF RISC) screening. Upon successful completion of the RISC screening, a formal invitation letter will be issued containing details related to your visit.

We wish you a pleasant and productive visit to UF.

Sincerely,

**Department Chair Signature**  
**Department, College**