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Date

Sample for GENERAL invitation, which includes all possibilities.

Dear Mr., Dr., :

This letter is to formally invite you to spend the period of (***start date – end date***) in the School of Computer Science at McGill University in Montreal, as a (***title***), working under the immediate supervision of (***Professor's name***) who will be financially supporting you while visiting our School. Your total (***or annual***) earnings will be in the amount of $..... Canadian, and you will be reimbursed for all expenses related to your visit.

During your stay, your duty will be to do research and collaborate with students and reserachers in (***Professor's name***) lab where you will be working on (***title of project***), and other projects of mutual interest. You will be provided with a desk and computer in a shared office, will have library borrowing privileges, and a SOCS E-Mail account. You may also be invited to participate in a conference outside of Canada and all expenses related to the conference will be reimbursed. Finally, please note that you must get private insurance coverage before leaving your country.

We hope that these arrangements will be convenient, and are looking forward to your arrival.

With best regards,

Professor

Contact: Lise Minogue (00126) or lise AT cs.mcgill.ca