(On Letterhead)

Date

Costis Maglaras, Dean

Columbia Business School

665 W 130th St

352 Kravis Hall

New York, NY 10027

Dear Costis:

I would like to invite my colleague and collaborator, Visiting Research Scholar’s Name, Title, and institutional affiliation, to come to Columbia Business School as a (insert scholar’s title here) during his/her sabbatical (optional) from Month, Day, 202X – Month, Day, 202X.

This visit will be good for the division and the School because (fill in benefits of appointment, examples: Dr. X will share her deep knowledge of Y with members of the division and the center, Dr. Y will present his work at the divisional seminar; Dr. Z is the world’s leading expert on ABC and her collaboration with our faculty will bring renown and prestige to the Business School; Dr. R was the CEO of DEF and will present his experience in a series of student facing lectures, etc…)

Visiting Research Scholar’s Name received his/her doctorate from Institution in discipline in Year, and has been a faculty member at institution since 202X.

Visiting Research Scholar’s Name and I have been research collaborators since 202X, and have co-authored multiple articles including: list articles and dates.

During the sabbatical visit, we will be collaborating on describe research in 2-3 sentences specifying any special expertise the visitor will bring to the research agenda – *please note, the provost has asked for a detailed description of the collaboration*.

Thank you for your consideration of this request, which I know will enrich the intellectual life of the division as well as our collaborative work.

Sincerely,