(print on departmental letterhead)

**INVITATION LETTER**

**for a Visiting Professor**

[Date]

[Name of a Visiting Professor]

WSB Univeresity

41-300 Dąbrowa Górnicza

Cieplaka Street 1C

Poland

Dear [Name of a Visiting Professor],

On behalf of [Name of hosting department], I would like to formally invite you to [Name of the University] as a a Visiting Professor. This invitation is effective for the period of [Start Date] to [End Date].

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

[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable)]

Sincerely,

[Signature of College/University Dean or other authorized person]

[Name, Title]

[Department]