

(Sample Letter from the Inviting Organization)

(Print on Letterhead)
Best University in the World
1492 Santa Maria Drive
Atlantic City, New Jersey 07777
Tel: 201-555-1212

February 22, 2009

Dr. John Scholar
Illinois State University
Department of Never-Ending Merriment
Campus Box 1234
Normal, IL 61790

Dear Dr. Scholar (Exchange Visitor's Name):