

Sample Invitation Letter Email

Overview

- Keep the initial email short and sweet! We recommend three paragraphs.
- Consider the host country's email etiquette. The email below is for France, where "titles" are very important. When in doubt, be more formal. Consider also that English may not be the recipient's first language, so it is best to keep the message clear and concise as well as free of jargon and abbreviations.
- **Do not send attachments in the first email.** Many units are being instructed *not* to open emails with attachments and avoid downloading attachments. Once you make the initial contact and the prospective host knows who you are, you can send attachments as a trusted contact. You may also link to your professional profile in lieu of attaching the CV.
- Link to the award to which you will apply. Make it clear that there is no financial commitment to the prospective host (provided the [award](#) does not indicate cost-share is expected on the Award Benefits tab).
- Note in our sample that the email writer does not explicitly ask for an Invitation Letter. You may do so in your first email, but we recommend asking for the Invitation explicitly after initial contact.
- If you do not hear back from the recipient within a week, email them again once per week for up to two weeks. If they do not respond after that time, consider another host.

Dear Dr. Laurent,

My name is Dr. Julia Lieber, and I am writing from the University of Virginia, where I am a scholar of French. [You can find my faculty profile here.](#) I am considering applying to the [Fulbright Scholar Award in French Studies](#), which will allow me to choose a host anywhere in France with whom I can collaborate on research.


I identified your research group, focused on material culture, as being especially interesting for my work on souvenir objects related to the 1889 World's Fair and the Eiffel Tower. I would welcome the opportunity to learn from your team's expertise on similar subject matter (I especially admire Charlotte Carreaux's work on postcards from the Belle Époque) and in turn share my perspective on the unique corpus on which I work.

If you are interested in my scholarly profile, I am happy to send my CV and a short abstract describing my proposed Fulbright research project. From there, I would appreciate a short call where I can explain to you how Fulbright hosting works: there is no financial commitment from you, only a commitment to intellectually "host" me and, according to your interest, facilitate lectures I might give for your team and community.


I look forward to hearing from you!

Sincerely,


Julia V. Lieber, Ph.D.



Introduce yourself and the award.
Share the direct link to the award.



Share briefly the nature of your work and connect it to specific details of the prospective host's work and community.



Offer to send your CV and abstract after you make contact. Try to send an abstract and not a finished Project Statement so your host can see themselves in the project.

Underscore that there is no financial commitment, provided your Award does not specify a cost-share.