

<Date>

<Guest Foreign Address>

Dear <Guest Name>,

We will be pleased to have you visit Jefferson Laboratory to carry out your research on the <experiment/project> for <amount of time> beginning in <month year>.

We understand that you will remain a <home institution name> employee and continue to receive a <home institution name> salary during this visit. This invitation relies on your ability to enter the United States in the proper immigration status.

We look forward to your visit and should you need any further assistance please contact my office at <contact email and information>.

Kind regards,

<Hall Leader or AD>

<Title>

Thomas Jefferson National Accelerator Facility/Jefferson Laboratory

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