Sample Invitation Letter

SAMPLE PRELIMINARY INVITATION

Dear XXX,

I am delighted to invite you on behalf of the UNC Computer Science department to speak at the Triangle Computer Science Distinguished Lecture Series (TCSDLS). Since 1995, the computer science departments at UNC Chapel Hill, NCSU, and Duke have been jointly hosting influential speakers for the TCSDLS. We hope that you would be willing to visit us this year.

All visits are on Mondays, and a list of possible dates is enclosed below. We would ask that you arrive on a Sunday afternoon and stay until Tuesday morning if at all possible, so we can have a dinner in your honor on Monday night. If this is not feasible, we’ll have the dinner on Sunday night instead.

The talk takes place at 4pm and is simulcast to the other two departments. We’ll invite interested people from the other two sites to come to meet you in an office we make available for this purpose. We’ll also invite people from the other two sites to join us for dinner or lunch.

We’ll gladly make hotel arrangements for you, but ask you to make your own air travel arrangements. We offer a $1,500 honorarium for the visit, and we pay for all expenses.

If you accept, please give me at least three Mondays among the dates below. The three sites are making invitations in parallel to some extent, so we need some leeway to address scheduling conflicts. Once we have dates from enough speakers, the series coordinator (Jasleen Kaur, cc-ed) will send you a formal invitation with the final date.

Please also let me know if you are able to stay two nights (Sunday and Monday), or you need to leave on Monday evening, so we can make dinner arrangements accordingly. I will also need a tentative title, which we can change or finalize as the date of your visit approaches.

I sincerely hope that you can find room in your schedule to visit us, and I look forward to hosting your visit.

Best regards,

XXX