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**[Initial letter of invitation (non-date specific) for a Staff Visitor to assist funding applications – to be issued by the School/Department]**

**Private & Confidential**

Name

Address

Date

Dear «Title and Surname»

I am delighted to offer an invitation for you to visit the University of Manchester, «School» within the «Faculty», for a period of «number» months during the year/from «academic year/month», subject to you meeting immigration requirements and obtaining ATAS and/or export control clearance, where applicable.

We look forward to welcoming you to Manchester.

Yours sincerely

**School/Department**