



University of Washington  
College of Arts & Sciences  
Communications 206  
Box 353710  
Seattle, WA 98195-3710

tel 206.543.3920

simpsoncenter.org  
uwch@uw.edu

## SAMPLE INVITATION LETTER

[Date]

[Addressee]  
[Program/Institution]  
[email]

Dear [Addressee]:

On behalf of the [PROJECT NAME], supported by the Simpson Center for the Humanities, I would like to invite you to visit the University of Washington on [DATES] to present your research and participate in our discussions.

[You may wish to provide some context on your project here.]

For this visit, which will include [SPECIFY ACTIVITIES: e.g. lecture, seminar, workshop], we are able to [offer you an honorarium of \$XXX.00] and [cover your round-trip coach travel]; [ground transportation to/from home airport and Sea-Tac airport]; and [lodging expenses for XX days].

We look forward to engaging with you and your work. Please let us know at your earliest convenience whether you will be able to participate.

If so, the Simpson Center can facilitate the booking of your hotel reservation and travel arrangements. *I am copying Erin Langner at the Simpson Center, at langner@uw.edu. Please reply to us as soon as possible as to whether you (1) prefer to book your own travel (in which case you should retain your receipts for reimbursement), or (2) prefer to have the University of Washington book it for you on a Simpson Center budget.* In the latter case, you will be contacted by a UW representative regarding your travel preferences.

If you have any questions, feel free to contact us via email or at [Project Organizer's telephone number]. We look forward to hearing from you soon.

Sincerely,

[Project Liaison]

Cc: [Erin Langner, Events & Program Manager], Simpson Center for the Humanities

