

# SIMPSON CENTER for the HUMANITIES

## SAMPLE INVITATION LETTER

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[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;] [cover your round-trip coach travel up to \$XXX.00]; 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.

Let us know if you prefer to book your own airfare or if you would like the Simpson Center to book and pay for air travel. I am copying Caitlin Palo at the Simpson Center, at [scevents@uw.edu](mailto:scevents@uw.edu). She can answer any travel or reimbursement questions and if you decide to have the Simpson Center arrange and pay for your airfare, she will be in contact to work with you.

The Simpson Center will arrange hotel for the nights of [March XXX-XX, 2019]. 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: Caitlin Palo, Simpson Center for the Humanities