Lodz, 2 February 2013

Professor ………………

Department of ………

University of …………

38, Le Febvre Street

France

Dear Professor ……….,

It is my pleasure to extend to you an invitation to perform short-term research in the field of …………. At Lodz University of Technology, Poland, for 10 days during the 2012/2013 academic year.

We received your e-mail stating that University of ……, France will cover all expenses related to your visit.

All your expenses in Poland will be covered by our University except for the costs of your travel to and from Poland.

Please contact Professor Jan Kowalski of the Department of …… for any details concerning your stay.

I look forward to your visit in Lodz.

Sincerely,