Please print on a letterhead

Sample Occasional Lecture/Consultation Letter Sample from NU Faculty

Date

To Whom It May Concern,

I (name of faculty), recommend that Mr./Ms. (Name of J-1 scholar) participates in the conference / lecture / consolation/ other (specify), taking places at the during the period below:

Name of institution:

Dates: From To

The scholar will receive reimbursement / honorarium / stipend / other (specify) in the approximate amount of $ for this participation in this activity.

The participation in this activity will directly enhance this J-1 scholar's program because of the following reasons:

Please provide details descriptions of how activity will enhance the scholar's program.

I confirm that the activity is directly related to the J-1 scholar's program objective, is incidental to the Exchange Visitor's primary program objective, and will not delay the completion date of the scholar's J-1 program.

Sincerely,

Name
Title
Contact info