

Date:

To
<Foreign Faculty >
<affiliation>
<Address>

Dear Prof. <foreign faculty name>,

Greetings from Indian Institute of Technology Kanpur, India.

I am happy to announce the commencement of Global Initiatives of Academic Network (GIAN), an initiative of Ministry of Human Resource Development, Government of India, where national and international participants will get an opportunity to seek knowledge and experience through intensive study of subjects taught by reputed international faculty.

In this context I take great pleasure to invite you to participate in our Global Initiatives of Academic Network (GIAN) program and deliver lectures on topics related to the course “<course name>” from <start date> to <end date>. We believe that this course shall give an excellent opportunity to participants from academic institutes and Industry to learn about this unique subject from faculty of University of California, Berkley and IIT Kharagpur. It shall also provide the course instructor from both the Institute with a platform to initiate future teaching and research collaboration.

Transport facility with economy class round trip air fare (preferably by Air India), all local hospitality including rent free accommodation in our Guest House or hotel shall be provided to ensure a smooth and comfortable stay at IIT Kharagpur. We would be honoured if you kindly accept our invitation.

I would like to request Indian Embassy/consulate office to issue appropriate visa to **<name of foreign expert> (Passport Number : -----)** for the period from < date> to < date> to participate in the Global Initiatives of Academic Network (GIAN) program.

We hope that <name of foreign expert> will have no difficulty in obtaining Research Visa to take up this research and teaching assignment at IIT Kharagpur.

Thank you for your positive response and with warm personal regards,

Yours Sincerely,