

Sample B-1/WB Invitation Letters

Sample Letter # 1

Dear _____,

It is a pleasure for me to invite you to collaborate in my Laboratory of Computational Cell Biology at The Scripps Research Institute (TSRI) between 08 November 2003 and 23 December 2003. As a guest researcher in my lab, it is my understanding you will focus on software development related to the modeling of metastasis in cancer.

There will be no salary paid to you from TSRI. However, provided you have entered the country in WB (or B-1) status, we will reimburse you for your travel expenses and some incidental costs associated with your stay in La Jolla.

I am looking forward to hosting you.

Sincerely Yours,

Sample Letter # 2

To Whom It May Concern:

This is to certify that Ms. Jane Doe has been invited to spend two months (May 1 to June 30, 2003) in my laboratory at The Scripps Research Institute, La Jolla, California, USA. The purpose of this temporary stay is to carry out an educational and practical training in the field of bacterial genetics and biochemistry. Ms. Doe will also attend seminars regularly held in our Institute.

No salary will be paid to Ms. Doe by The Institute.

This stay should greatly benefit Ms. Doe as a biology student as well as her future career in science.

Sincerely,

Sample Letter # 3 – WB Invite Letter

Dear _____,

I am pleased to offer you an opportunity to collaborate on your science project in our laboratory at The Scripps Research Institute (La Jolla, CA). It is my understanding that your visit will have an estimated start date of September 1st, 2003 and will last no more than 90 days. During your temporary stay no salary will be paid to you. You will, however, be reimbursed for reasonable incidental expenses.

As one of the foremost research institutes in the world, I believe our facilities at TSRI will assist you greatly in completing your project. I am looking forward to collaborating with you.

Sincerely yours,