

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

DEPARTMENT OF ANTHROPOLOGY

SAMPLE LETTER TO VISITING GUEST

DATE

Dear Professor X,

We are delighted that you have agreed to participate in the **YYY** Seminar on **MM/DD/YYYY**.
The Department of Anthropology is pleased to cover the following expenses:

- **Flight:** Please contact _____; _____ will work with you to arrange your flight. Once you have decided on a flight, it will be sent to the Department of Anthropology for approval.
- **Hotel:** One night's lodging in a nearby hotel. **YOUR NAME HERE** will consult you on this, and will work with the Department of Anthropology to make the reservation; you will receive a confirmation in advance.
- **Local Transportation:** Transportation to and from NYC Airports.
- **Honorarium (if being offered):** We are also pleased to offer an honorarium of **\$000.00**.

Thank you again, and please feel free to contact me with any questions you may have.

Best,
YOUR NAME HERE