

Host Institute Logo Here

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January 29, 2019

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Ms. XXXXXXXXXXXXX

Director for Organization and Management Innovation

Ministry of XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX, Republic of Korea

Dear Ms. XXXXXXXXXXXXXXXX:

The Host Institute Name ("HIN") hereby extends an invitation to you to assume the position of Visiting Research Fellow at HIN from July 15, 2019 to July 14, 2020. Your working hours will be from 9:00 am—4:00 pm from Monday to Friday.

We understand that you will be conducting independent studies during your tenure at HIN and your salary and living expenses will be borne by your affiliation in your home country, Ministry of XXXXXXXXXXXXX. You have represented to us that you have sufficient resources to support yourself in the United States. Your research project "The US Policy and Inter Korean Relations: Methods to Facilitate Knowledge Exchange Project between South Korea and North Korea" will be the topic of your work. I have attached a copy of your proposal to this letter.

HIN is prepared to administer arrangements for you to attend conferences and seminars in your research areas, and will furnish a suitable work space, computer, telephone, and use of other office equipment and facilities.

Mr. XXXX, HIN Manager of Projects will be your supervisor. He will meet with you periodically to review your research progress, and to help support you as you adapt to life in America.

XXXXXXXXXXXXXXXX

President

The XXXXXXXXXXXXXXXX Institute

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20036 Tel: (202) XXX-XXXX / Fax: (202) XXX-XXXX

<http://www.institutenamehere.com>