**Sample invitation letter**

Mr./Ms. (full name) hereby invites (full name of visiting personnel), a (professor/investigator, etc.) from (official name of the visiting personnel’s institution of origin) to carry out a stay at the (name of the department/institute/center/administrative service) of the University(…………………). The stay will last (number of days), and is expected to take place from (start date) to (end date).

This invitation does not mean that the Miguel Hernández University of Elche will assume the costs of the stay or those for the necessary health insurance.

(Location and date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_