



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

DIPARTIMENTO DI .....

Florence,

To.....

Subject: Invitation letter

Dear Sir / Madam

Pursuant to the established Agreement of cultural and scientific cooperation between the University of Florence and the University of ....., signed by the Presidents of both Universities on ....., in the fields of ..... with the aim of promoting the cultural and scientific exchange between the two academic institutions, I, the Director of the Department of ..... of the University of Florence, hereby with this letter confirm our invitation for Prof./Dr..... nationality....., passport number ..... issued by ....., member of the Department/School of....., University of....., for an exchange and training period from ..... to ..... for carrying out the following activities: ..... (specify the activities) in the Department of .....of the University of Florence, Italy.

All expenses including insurance, travel and accommodation will be covered by the guest/institution of origin.

**OR:**

All expenses including insurance, travel and living accommodation will be covered by the Department of.....of the University of Florence.

Yours faithfully,

Prof. ....  
Director of the Department of .....  
University of Florence