

To: Dean, CHASS

Re: Appointment of xx as Visiting Scholar, xx Studies Department

April 20, 2015

Dear Dean xx,

This is a request to appoint **first last** as a Visiting Scholar (without salary) in xxx department. xx, who is an xxx, plans to researchduring his/her time at UCR. I am excited to welcome her and to work with her on this fascinating topic.

First Last's appointment period as a Visiting Scholar is set for September 1, 20xx – August 30, 20xx.

Sincerely,

Chair/ director