*Poland, Lublin, date*

***Ms/Mrs/Dr/Prof. Surname and Name***

*Address*

***Dear Ms/Prof. …………………..,***

Due to *bilateral agreement* between the Lublin University of Technology and *(name of the Institution cooperating with the LUT)* I invite you to fulfill the *international traineeship programme, pay a scientific/didactic visit, to participate in discussions regarding the extension and formalization of our current collaborative arrangements, to conduct laboratory analysis of ……………….. …………….., as well as explore opportunities for further future collaboration between our institutions (reason of the visit)* in the term of *(date of the visit at the LUT)* at our University, Faculty of ……………….. ………………………….

You shall be involved in the *research/scientific duties, work,* under the framework of our project *“title of the didactic/scientific research, eg. Lightware Optics”.*

The scientific mentor of your work and visit at the Lublin University of Technology – *name and surname of the LUT’s mentor.*

On behalf of the academic community of The Lublin University of Technology and myself I believe such visits are strengthening and improving cross border interaction between our countries.

*Sincerely,*

**Prof. Zbigniew PATER**

**Rector**

**Lublin University of Technology**