

Sample Invitation Letter for a Delegation

Dear **[INSERT LEADER NAME]**,

We are very happy that you are leading a delegation from **[INSTITUTION NAME]** to the University of Minnesota on **[INSERT DATE(S)]**. On behalf of the Board of Regents, faculty, staff, and students it is my pleasure to welcome you and your delegation to our campus. As the partnership between our institutions grows, it is so important that we have opportunities to connect in person. I understand that members of the delegation include:

- **LIST ALL MEMBERS PLUS TITLES**

I have asked the **[NAME OF COORDINATING COLLEGE OR INDIVIDUAL]** to coordinate the delegation's accommodation and schedule while you are here. We will cover local expenses for the duration of your stay in Minnesota.

We look forward to your visit and the opportunity to continue exploring potential collaborations between our institutions.

Sincerely,

[NAME OF COLLEGE DEAN or MEREDITH McQUAID]