

SAMPLE LETTER FOR RESEARCH TRAVEL PURPOSES
PLEASE EDIT AS APPROPRIATE, and PRINT ON HARVARD LETTERHEAD

DATE

To Whom It May Concern:

<<Paragraph 1: Confirmation of Enrollment>>

I am writing to confirm that _____ is a full-time student at the _____ Department at the Harvard _____. They are in the _____ year of the program and are in good academic standing.

<<Paragraph 2: A note of previous travel if necessary>>

As part of their research at the university, _____ has travelled to the following countries: _____. These trips are under the guidance of their research supervisors and an important component of the academic program of the department.

Please let me know if you require any additional information.

Sincerely,

NAME

Designation, Department

Email

Phone Number