

# SAMPLE OF INVITATION LETTER

## Host institution headed paper

1. Date

2. Letter can be addressed to the applicant or to the Co-operative Research Programme Secretariat:

OECD

Co-operative Research Programme Secretariat  
Trade and Agriculture Directorate (TAD/PROG)  
2 rue André Pascal  
75775 Paris Cedex 16  
France

3. Introduction Eg: We wish to host [name of applicant] to work with us on a collaborative project entitled [project title].

4. Starting date and ending date of the proposed fellowship

5. What will the visiting applicant bring to the host institution?

6. What will the host institution bring to the applicant?

7. Description of project, objectives and methods

8. Equipment and office space provided

9. Signature