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