# Letter of Invitation

To whom it may concern,

It is my pleasure to invite Ms/Mr XX XXX from XX XXX, Country as a trainee to the Department/Unit at Umeå University, Sweden from Date to Date, Year.

Describe the purpose of the visit.

Describe how the visitor will finance his/her stay in Sweden, if for example the department/unit covers any costs or if the all costs must be covered by the visitor.

Please do not hesitate to contact me if there is a need to clarify any of the information in this invitation.

Signature

Name

Umeå University, Date