**SAMPLE LETTER FOR RESEARCH TRAVEL PURPOSES**

*PLEASE EDIT AS APPROPRIATE, and PRINT ON BOSTON UNIVERSITY 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 Boston University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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