

University of Houston  
Department of Mathematics  
651 Philip G. Hoffman Hall  
Houston, Texas 77204-3008

(Date)

Dear (Name),

I would like to invite you to visit the University of Houston from (arrival date) through (departure date).

During this time you will be conducting research on (topic) with myself and other faculty members. We would also like to ask you to give a general (title of seminar) on (date). This group includes graduates students, postdoc's and faculty.

We can reimburse your airfare and all local expenses during your visit (hotel expenses will be direct billed to the university).

We look forward to welcoming to Houston.

Yours sincerely,

(Your Signature)