RE: [Scholar Name, Academic Titles]
J1 researcher from [country]

To Whom It May Concern:

My name is [Name and title] and I am a Professor in [Department/School] at the University of Minnesota. [Include any other relevant information about your work or your lab at the University here].

We have been awarded a grant by _____ which has a critical start date of ___. We are seeking to have [Scholar Name] who is an expert in the field of ______ collaborate with us in this work. [If your work is not grant funded, you may wish to open with a brief statement regarding the urgency of your work.]

The objective of this study is to _______________. [Explain more in this paragraph about why this scholar’s unique skills and education/training is crucial to your research]

Therefore, we are requesting that [Scholar Name] be granted a visa an emergency appointment and an National Interest Exception Waiver as a J-1 scholar so that he/she can come to the University of Minnesota and deliver this expert knowledge. **His/her expertise is essential for this project to be carried out and for it to be successful.**

We will provide ______ while he/she is in the United States collaborating with us.

Sincerely,