DIPARTIMENTO FORLILPSI

Invitation letter

Florence, xx/xx/xxxx

To ……

Subject: Invitation letter

Dear Sir / Madam,

I the undersigned, Prof. Vanna Boffo, in my capacity as Director of the Department of Education, Languages, Intercultures, Literatures and Psychology (identified with the acronym FORLILPSI), hereby invite you …… (name, surname, date of birth, country of origin, institution of affiliation) to stay at the University of Florence from ……. to …….. for a period of study and collaborative research at the Department FORLILPSI. The Department will provide the necessary office space and experimental equipment for you.

To facilitate this, Department FORLILPSI will reimburse you with ..... euros for your travel and research expenses.

Or

All expenses including insurance, travel and accommodation will be covered by the guest/institution of origin.

Please find along with this letter a list of the documents required for the refund.

Yours faithfully,

Prof. Vanna Boffo
Director of the Department FORLILPSI
University of Florence