

Date

To Whom It May Concern:

I am pleased to recommend [Mr./Ms. STUDENT FULL NAME] of Columbia University, a [full-time/part-time] [M.A./Ph.D.] candidate in the Department of [DEPARTMENT NAME], to the kind courtesy of officials in charge of institutions of learning, libraries, museums, archives, manuscript collections and other research facilities in order that she may make the best use of her opportunities for research and study while in [COUNTRY NAME]. [Mr./Ms. STUDENT] is conducting research on the [RESEARCH TOPIC].

I would be grateful if you would allow [Mr./Ms. STUDENT] to photograph or photocopy materials as necessary.

[CHAIR/DGS NAME]

[TITLE]