

Dear [INSERT NAME],

I hope this finds you well.

I am contacting you from [INSERT HOME INSTITUTION], one of Imperial's Global Partner Universities. I am interested in undertaking a short visit aligned with my research at Imperial College London. The opportunity is funded by the Global Faculty Fellowship, hosted by Imperial's [I-X Centre for AI in Science](#) and supported by Schmidt Sciences.

The purpose of my visit will be to [HAVE A SERIES OF MEETINGS/UNDERTAKE A SHORT RESEARCH PROJECT]. This will enhance my professional and personal development, as well as building capacity between Imperial's partner institutions by creating a network of AI in Science engaged faculty from Low- and Middle-Income partner countries.

Placements can be between 2 and 6 weeks long and must be completed in 2026. Ideally, I would like to visit for [INSERT DURATION], starting on [INSERT START DATE IN 2026].

I believe that my project aligns particularly well with the work in [INSERT HOST LAB/RESEARCH GROUP] and would be grateful if your department could host me for this visit. While the Global Faculty Fellowship funds my travel, accommodation and subsistence, the host department is expected to waive bench fees and confirm [desk/lab] access for my visit. You can read more about the opportunity on [the website](#).

This would be a great opportunity for me to visit and enhance my research.

I am looking forward to hearing from you.

Thank you for your consideration.

Kind regards

[INSERT NAME]