Professor xx  
Department of xx

Tel xxx

FAX xxx  
E-mail: xxx

Place, Date

**To whom it may concern**

I can confirm that the PhD xxx is welcomed to work in my laboratory to carry out a research stay from xxx to xxx in order to AIM.

**Please include a very brief (3-4 lines) description of the research activity**

Feel free to contact me for any further question.

Sincerely, Signature