

Date: [DD Month YYYY]

Ref: MGA-INV-[XXXX]

[Title] [Full Name]

[Department], [University]

[Address, Country]

Re: Official Invitation as International Visiting Faculty

Dear [Title] [Family Name],

On behalf of Mirise Global Academy, Tokyo, Japan, it is my pleasure to formally invite you to participate as **International Visiting Faculty** for the period of [start date] to [end date], at our Oiso Campus and Minami-Aoyama clinical base.

During your visit, we would be honored to have your contribution in the following capacities: [lectures in the field of ... / supervision of case-based seminars / participation in the Academic Committee / joint research on ...].

The Academy will arrange and bear the costs of [interpretation and translation support / on-campus accommodation at Oiso / local transportation], and will provide all documentation required by your institution and for visa procedures, including this letter, a detailed schedule of activities, and a certificate of appointment.

Your participation is governed by our Founding Faculty Charter, which guarantees academic independence under conflict-of-interest management, co-authorship credit on teaching materials, and transparent compensation standards specified by written agreement.

Should your institution require any further information or documentation, please do not hesitate to contact us at the address below.

Sincerely,

[Signature]

[Name], [Title]

Mirise Global Academy

contact: mirise-global-academy.com/en/contact

SAMPLE — Wording is adapted to each engagement. Institutional format requirements are accommodated.