{date}

Subject: Invitation Letter for a Research Internship at Université de Montréal – Status of Training or Research Intern (Stagiaires de formation ou de recherche – SFR)

{Dear First\_Name Last\_Name of SFR},

On behalf of {academic unit}, we are pleased to inform you that your application for a Research Internship at the Université de Montréal was accepted. Your internship will start on {Day Month Year} until {Day Month Year} under the supervision of {First\_Name Last\_Name, title of the training supervisor}, in {research center/lab/department} located on Université de Montréal’s campus.

You will be working on {research project}. Here is a brief description of the tasks assigned to you during the internship: {list of tasks (non-exhaustive)}.

Please note that {you will not receive a salary during your internship/you will receive a salary of {amount} during your internship}.

{Important: add a few lines indicating how this student will have “a significant role to play in or value to add to the research project”}

For more information on the admission and registration process, please contact Graduate and Postdoctoral Studies at the following address: esp-international@umontreal.ca.

Best regards,

|  |
| --- |
| {Signature} {First Name Last Name}Professor {rank}{Academic unit}Université de Montréal |