**Letterhead**

**To whom it may concern**

The visit to ETH Zurich, scheduled for *[title and name of guest]* during the period from *XX.XX.XXXX* to *XX.XX.XXXX* has our full support.

*[Title and name of guest]* will return to her/his employment at our company/organization/university after the visit to Zurich. During the stay at ETH Zurich she/he will receive a monthly *salary/grant* of *[amount]* paid by *[company/organization/university]*.

Our company/organization/university *[a short description of the research activities]*

Date and signature

Name of company/organization/university officials