[DATE]

To Those It May Concern:

This is to affirm that [STUDENT NAME] is a student in excellent standing at Tufts University and a participant in the programs of the Institute for Global Leadership (IGL).

The mission of the Institute for Global Leadership is to prepare new generations of critical thinkers for effective and ethical leadership, ready to at as global citizens in addressing international and national learning. In 2005, the Institute for Global Leadership was named a distinctive, cross-school program of the University, with the objectives of enhancing the interdisciplinary quality and engaged nature of a Tufts education and to serve as an incubator of innovative ways to educate learners at all levels in understanding and engaging difficult and compelling global issues. The Institute encourages “thinking beyond boundaries and acting across borders.”

[FIRST NAME] will spend time in [COUNTRY] researching [RESEARCH TOPIC].

It is understood that [FIRST NAME]’s work is solely academic in nature and that [FIRST NAME] has strict instructions not to engage in political or polemical activities under any circumstances.

We ask that you extend all professional courtesies and all appropriate access that will facilitate [FIRST NAME]’s research and, if necessary or appropriate, provide logistical support.

Please do not hesitate to contact the Tufts Institute for Global Leadership, collect if desired, for any further details. Our phone numbers are 617-627-3934 and 617-627-3451; our fax number is 617-627-3940. Or you may reach the Institute via email at sherman.teichman@tufts.edu or heather.barry@tufts.edu.

Respectfully yours,

Paul J. Tringale Sherman Teichman

Secretary of the Corporation Director,

 Institute for Global Leadership