Date

Name
Address
City, State Postal Code

RE: Campus Visit

Dear Mr./Ms. Name;

The search committee and I are looking forward to your upcoming visit to Washington State University to continue the interview process for the positon title position. This packet contains information such as your travel itinerary, directions to your hotel, a parking pass, and a detailed agenda for your days on campus. There is also an attachment with links to help your familiarize yourself with our community and campus.

If there is any other information you would find helpful, please contact contact name, title at phone number.

Regards,

Search Chair

Name, Title, Contact Info

Encl: XXXXXXXXX