

Preliminary Academic Visit Acceptance Letter

Subject: Acceptance of Academic Visit Request

Dear [Student/Researcher's Name],

We are pleased to inform you that your request to visit [Department/Lab/Library] has been accepted.

The visit is scheduled for [Date] at [Time]. During your visit, you will be able to access the resources you requested and meet with [Professor/Researcher/Staff].

Please note that this acceptance is provisional and subject to compliance with our institution's guidelines. Kindly carry your academic ID and ensure you follow the protocols for visitors, including safety and confidentiality policies.

We hope your visit proves fruitful for your research and academic pursuits.

Sincerely,

[Coordinator's Name]

[Position]

[Institution Name]

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