(On the Letter head)

 Date:

To

Dean IC&SR

IIT Madras

Dear Sir,

This is to confirm that {Name} from {University Name}, who is a collaborator on our {Name and number of project), undertook a visit to IIT Madras between {Date from and to}. During this period, {details of work done / discussions/ activities done}

I request you to kindly release the honorarium due to {Name of foreign faculty}.

Please let me know if you have any questions or clarifications.

Yours sincerely,

Signature and seal