SCHOOL LETTERHEAD

DATE

Dear Professor NAME,

I am pleased to invite you to teach NAME OF COURSE in SEMESTER OF YEAR. The course will be a 3-credit course about modern Israel and will be taught in person on the main campus/online.

The course will be offered through the NAME OF DEPARTMENT and we will seek to cross-list your courses with NAME OF DEPARTMENT. Additionally, your course will count toward our NAME major AND/OR will satisfy a general education requirement. We will work with staff and faculty across campus to promote the course, for which we expect robust enrollments.

Please let me know if you have any questions or have any other needs with which we can help.

Sincerely,

NAME OF AUTHORIZED SIGNATORY  
TITLE OF AUTHORIZED SIGNATORY  
EMAIL ADDRESS OF AUTHORIZED SIGNATORY