Dear Dr. NAME,

I am a RANK/POSITION at UNIVERSITY and have expertise on the topic of DESCRIBE IN BRIEF. I am writing because I am interested in teaching a course at UNIVERITY, DEPARTMENT in academic year XX-XX.

I am applying for a grant that would provide me with funding for teaching a 3-credit course about Israel. I can offer courses on X, Y, or Z. [If necessary, UNIVERSITY NAME would need to sponsor my visa/UNIVERSITY would not need to sponsor my visa.]

Let me know if you think you might be interested in running a course I could teach. I have attached my CV and look forward to hearing from you.

Best regards,

NAME

RANK

AFFILATION