

Sample: Letter of Invitation

John A. Burns School of Medicine
Office of the Dean



UNIVERSITY
of HAWAI'I®
MĀNOA

August 14, 2018

, MD
Professor of Clinical Medicine
University of California, San Francisco
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San Francisco, CA 94143
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Dear Dr. :

Please accept this letter as a formal invitation to visit the University of Hawaii, John A. Burns School of Medicine, Internal Medicine & Geriatrics Department. The purpose of your visit on Tuesday, November 13, 2018 is to cover a range of topics related to palliative care including: listing phrases that can effectively enhance communication with patient and families about sensitive topics near end-of-life, define palliative care, describe who might benefit from it, and review approaches to those that may be initially reluctant to accepting palliative care. We anticipate you will also describe the UCSF strategic plan to meet patient needs through delivery of palliative care system-wide, identify root causes of suffering that prompt request for medically hastened death, and describe the process of skillfully and compassionately responding to requests for medically hastened death. The University will provide you \$3500 to cover your speaker fee and related travel expenses. Please make your travel arrangements directly.

Questions and documentation related to your visiting professorship may be directed to by phone (808-) or by email ().

We look forward to seeing you!

Date	Time	Location	Topic
11/13 TUES	Morning Rounds 7:30-9:00 AM	Queen's Medical Center (QMC) 1301 Punchbowl St, Honolulu, HI 96826 Pain & Palliative Care Office Queen Emma Tower 403	Interdisciplinary Rounds with QMC Pain & Palliative Care Team
	UH Dept of Psychiatry Residents and Faculty 10:00-11:00 AM	QMC Room: University Tower 618	Responding to Requests for Medically Hastened Death
	UH Department of Medicine GR 12:30-1:30 PM	QMC Room: University Tower 618	Ready for Palliative Care
	UH Medicine Scholarly Activity Session 1:45-2:30 PM	QMC Room: University Tower 618	Better Words to Say: Communicating Effectively with Seriously Ill Patients
	Geriatric Medicine Fellows and Faculty – Case Conference 3:00-5:00 PM	Kuakini Medical Center HPM 9 Library	Responding to Requests for Medically Hastened Death Better Words to Say: Communicating Effectively with Seriously Ill Patients

We are excited for your visit and hope this itinerary works with your schedule.

Warm Regards,

John A. Burns School of Medicine, University of Hawaii at Mānoa

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