**<SAMPLE>**\*Please fill in the red-letter contents.

Date

Prof. Dr. Kazuhiro Hono

President of National Institute for Materials Science

Tsukuba, Japan

# Letter of appointment

Dear Professor, Hono,

We would like to ask for your approval that we shall appoint Dr. First-name Surname, NIMS as a Committee Member/etc. of the Name of Society/Organization under the following terms and conditions.

1. Job title Committee Member/etc.

2. Job description Involved in the management of the committee/etc.

3. Term From　dd/mm/yyyy　To　dd/mm/yyyy

4. Frequency X times /per year　X hours /per time

5. Travel Expenses full amount　/　part of amount　/　other (specify details)

6. Allowances amount /per time

(1-6: Essential Factors)

Sincerely,

*Signature*

Name

Affiliation

Address