**<SAMPLE>**

 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. Abcd Efg as a Committee Member of the HIJ Society under the following terms and conditions.

 1. Job title Committee Member

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

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