**<SAMPLE>**

Date

Prof. Dr. Kazuhito Hashimoto

President

National Institute for Materials Science (NIMS)

Tsukuba, Japan

# Letter of appointment

Dear Professor Hashomoto,

We would like to ask for your approval that we shall appoint Dr. Abcd Efg as a Committee Member of the HIG Society under the following terms and conditions.

1. Term From dd/mm/yyyy To dd/mm/yyyy

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

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

4. Allowances amount / per time

\*1-4: Essential Factors

Sincerely,

*Signature*

Name

Affiliation

Address