

Sample

Date

Letter of Invitation/Acceptance

It is my pleasure to accept (Name of Applicant) in our lab, provided that s/he is selected for the FY 20XX JSPS Postdoctoral Fellowship for Research in Japan (Short-Term).

Full Name of Host Researcher including Title:

Current Position:

Department:

Host Institution:

Address:

E-mail address:

Full Name of Applicant:

Points of verification:

• (Please state if you know the applicant personally, or you are in contact with a person at her/his current institute.)

• (Please state a brief outline of the joint research plan.)

• (Please state briefly the use of the institute's research facilities and the support from the institute)

• I will not retire from my position in the host institution due to reaching retirement age or other reasons, neither will I be replaced by other host researcher during the tenure of the fellowship.

Signature: _____

* It is preferable the letter be written on a letterhead paper.