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 2024 JSPS Postdoctoral Fellowship for Research in Japan (Standard).

Full Name of Host Researcher including Title:
Current Position:
Department:
Host Organization:
Address:
E-mail address:
Full Name of Applicant:
Points of verification:
\cdot (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.