(Letterhead)

This is a Letter of Intent (LOI) sample to serve as an example of what kind of information is expected. A LOI must not follow the below format but should contain equivalent content.

(Date)

Dear Professor AAAA, (←Japan-based researcher)

This is a letter to express my/our intention to host a visiting researcher from Japan for a short period to support my research activities as a part of our collaborative research activities.

By sending this letter, I/we express my/our willingness to host a visiting researcher from Japan for period XXX in order to support my research activities, in connection with research for which I am/we are anticipating to receive/currently receiving public research funding from XXX.

I/we strongly believe that these joint efforts will serve to further advance the state of research collaboration between US and Japan, especially in the areas of XXX.

Sincerely,

(Name)　　　(←Counterpart researcher)

(Title)

(Department)

(Organization)