

(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 collaborate with you in connection with your “Adopting Sustainable Partnerships for Innovative Research Ecosystem” proposal.

By sending this letter, I/we express my/our willingness to pursue collaboration with you through joint research, such as by sharing knowledge and results from our respective research efforts or other mutually beneficial 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 XXX and Japan.

Sincerely,

(Name) (←Counterpart researcher)

(Title)

(Department)

(Organization)