[Staff](https://www.ffpri.affrc.go.jp/service/documents/kaigaihakenirai-rijichou.docx%22%20%5Ct%20%22_blank) Dispatch Request Form example (addressed to the president)

ABC Office address: Mailing address: Tel: Fax: E-mail:

Date:　YYYYY/MM/DD

Dr. Toru Asano

President

Forestry and Forest Products Research Institute

National Research and Development Agency, Japan

Dear Dr. Toru Asano,

On behalf of ABC, we would like to invite Dr.（Name）to participate in our annual meeting. The meeting will be held at ABC office in NY between 19 and 23 September 2021. A detailed agenda of the meeting is attached to this letter.

All travel expenses including a round-trip air fare as well as accommodation and daily allowance will be covered by ABC.

Sincerely yours,

Dr. （Name）

Director

ABC