

(Sample for the Short-term program)  
(Letterhead)



April 1, 20XX

Dr. Susumu Satomi  
President  
Japan Society of the Promotion of Science  
5-3-1, Kojimchi, Chiyoda-ku,  
Tokyo  
102-0083

RE: Letter of Acceptance of Prospective Fellow (Dr. XXXXX XXXXXX)

Dear Dr. Satomi,

It is my pleasure to accept Dr. XXXXX XXXXXX in our lab from August 1, 20XX to March 31, 20XX, provided that she is selected for the FY 20XX JSPS Postdoctoral Fellowship for Research in Japan (Short-term).

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Please do not hesitate to contact me if you have any questions.

Sincerely yours,

*Signature*

Taro Yamada  
Professor  
International Program Department  
JP University