(Please add the letterhead of Member Organization)

e-ASIA Joint Research Program Secretariat

Room 218 Innovation Cluster1 Building

National Science and Technology Development Agency (NSTDA)

111 Thailand Science Park

Phahonyothin Road, Khlong Nueng, Khlong Luang

Pathum Thani 12120, Thailand

[Name of the Sender]

[Address of the Sender]

[Date (MM/DD/YYYY)]

**Subject: Intention to join the e-ASIA Joint Research Program**

Dear e-ASIA Joint Research Program Secretariat,

On behalf of [organization name], I hereby notify you that [organization name] intends to join the e-ASIA Joint Research Program, essential elements of which are stipulated in the “Statute of the Program”.

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name]

<Appendix>

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| Contact information for personnel in charge of the e-ASIA JRP (more than two contact persons is preferable). |
| [Person 1]  Name:  Title:  Department/Division/Section:  Organization:  Role in e-ASIA (Board Member/Staff):  Address:  Telephone number:  Fax number, if applicable:  Email: |
| [Person 2]  Name:  Title:  Department/Division/Section:  Organization:  Role in e-ASIA (Board Member/Staff):  Address:  Telephone number:  Fax number, if applicable:  Email: |
| \*Please add rows, as necessary. |