(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: Notification of change of Member Organization’s name**

Dear e-ASIA Joint Research Program Secretariat,

On behalf of [former organization name], I hereby notify you of the change of my organization’s name from [former organization name] to [new organization name], taking effect on [date (MM/DD/YYYY)]. It intends to continue participating in the e-ASIA Joint Research Program as a Member Organization, essential elements of which are stipulated in the “Statute of the Program”.

Sincerely,

[Signature]

[Name]

[Title]

[New organization Name]

<Appendix>

|  |
| --- |
| 1. Please briefly describe the background (reorganization, etc.) that led to the change of name. On the basis of given information, the Secretariat may request the submission of a new Letter of Intent (LoI) under the organization’s new name. |
|  |

|  |
| --- |
| 1. New contact information (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. |