(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 new Board Member**

Dear e-ASIA Joint Research Program Secretariat,

On behalf of [organization name], I hereby notify you regarding a new Board Member of my organization as below (, as a successor to [name of former Board Member]), taking effect on [date (MM/DD/YYYY)].

<New Board Member information>

Name:

Title:

Department/Division/Section (if applicable):

Organization:

Address:

Telephone number:

Email:

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name]

<Appendix>

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| --- |
| Please indicate new contact information (more than two contact persons is preferable) if the previously submitted contact information has changed with the new Board Member. If there is no change, please leave the below blank. |
| [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. |