[Training](https://www.ffpri.affrc.go.jp/service/documents/kenshuirai-shochou.docx) Request Form example (addressed to the director general)

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

Date:　YYYYY/MM/DD

Dr. Toru Asano

Director General

Forestry and Forest Products Research Institute

National Research and Development Agency, Japan

Dear Dr. Toru Asano,

On behalf of ABC, we would like to request a training course from Dr. （Name）. Our preferred date is 23 September 2021. A detailed agenda of the training is attached to this letter.

Sincerely yours,

Dr. （Name）

Director

ABC