

11. จดหมายขอไปเยือนมหาวิทยาลัยในต่างประเทศ เพื่อเจรจาประเด็นเฉพาะเจาะจง

Dear [name],

[Country] has been an important strategic partner to [name of the faculty], Kasetsart University as evidenced by our close academic relations with universities and organizations in your country.

(If applicable) In the new era of ASEAN Economic Community, we would like to strengthen further our collaboration with universities and organizations in [country]. Therefore, we would like to send our [number] delegates, (if applicable) led by [name, position], to pay a technical visit to [place] on [date] and have a discussion on [issue], as well as the possibility of future collaboration.

(If applicable) Please note that we have already contacted your colleague, [name], regarding this visit in advance. If the proposed date and time is convenient for you, please kindly let me know so that my colleagues and I can proceed with necessary arrangement. Your contact on this issue is as follows:

(If applicable) Please note that we will have our traveling agency arrange transportation, meal, and accommodation during our stay in your country.

Your kind consideration is highly appreciated.

Yours sincerely,


INTERNATIONAL
AFFAIRS
DIVISION