

(Date) (Month) (Year)

The 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee of
Japan / Thailand

(Letter of request)

On (Date, Month, Year), (Organiser's name) plans to organise (Event's name) in
(country) to (objectives (e.g. promote cultural exchanges between Japan and Thailand
through music)).

It would be appreciated if this event could be supported by the 130th Anniversary of
Japan-Thailand Diplomatic Relations Steering Committee of Japan / Thailand
including the usage of the logo.

(Attachment)

1. Information on the Organiser
2. Event Application Form
3. Letter of undertaking
4. Budget information on the event

(Name of the representative of the organiser)

(Name of the organiser)

(Address of the organiser)

(Tel)

(FAX)

(E-mail)