Sender Name

Sender Address

City, State, Zip Code

**Date:** DD/MM/YYYY

To: Dr. OHKOSHI Shin-ichi

Dean, School of Science

The University of Tokyo

Hongo, Bunkyo-ku, Tokyo

113-0031 Japan

I am pleased to invite \_\_\_\_\_\_\_\_\_\_\_\_\_, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_, the Editor-in-Chief of Journal of Zoology to serve on the editorial board of the journal as an Associate Editor.

Short Description of the Organization

In his role as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, his focus will be to help shape the editorial direction of the journal. Specifically, his remit will be to help recruit leading scholars from Japan and worldwide to be authors and editors, and to manage direct submissions along with the rest of the editorial team.

The term for this position is two years (June 1st, 2023 to May 31st, 2025), renewable upon continued fit with the journal’s editorial strategy and interest.

There will be no compensation for his participation as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)