

แบบฟอร์ม RMD 18/2562



No. …………………………

<Month> <Date>, <Year>

<Receiver Name>

<Title/Position>

<Address>,

<Email: ……………..>

Subject: Requesting for termination of project entitled “< Project’s name >”

Dear <Full Name/Position>,

On behalf of Mahidol University, I am writing to request termination for research project entitled “<Project’s name>, which <PI’s name> from the <Department>, <Faculty>, Mahidol University is a principal investigator (PI). This project was funded by <Funding organization’s name> with the period from <Date> to <Date> under budget of <amount of budget>. However, <Please indicate reason for this request>. Mahidol University need to terminate the research project prior to the expiration of the grant agreement.

Your kindly approval of this request would be highly appreciated. If you require any further information, please contact <PI’s name> by <Email> or by telephone <Tel. no.> and copied to < Prof. Wachira Kochakarn>, Acting Vice President for Research and Scientific Affairs, Email: opresearch@mahidol.ac.th.

Thank you for your consideration and process accordingly.

Yours sincerely,

Prof. Wachira Kochakarn, M.D. FACS.

Acting Vice President for Research and Scientific Affairs

Mahidol University