Faculty of Education,

Chulalongkorn University

Phayathai Road, Pathumwan,

Bangkok 10330

……(Date)……

Dear ………………………………………………….,

Subject: Request for Expert’s Evaluation on Research Instrument

This is to certify that Mr./Ms. ………… (name)………… is a Master’s Degree/Ph.D. student in ………(Program) ………, Faculty of Education, Chulalongkorn University. He/She is conducting research entitled “………… (research title) …………” under the supervision of ………… (advisor’s name) ………… To attain this, an expert evaluation of research instruments should be invoked.

In this regard, I would like to invite you to be an expert in evaluating the research instruments. The students will subsequently coordinate with you and provide more detail on this matter. Your kind consideration is highly appreciated.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean

Enclosures: Research Instruments, Evaluation Form

Faculty of Education,

**EXAMPLE**

Chulalongkorn University

Phaya Thai Road, Pathum Wan,

Bangkok 10330

29th March 2022

Dear Associate Professor Mary Jane, PhD,

Subject: Request for Expert’s Evaluation on Research Instrument

This is to certify that Mr. John Doe is a Master’s Degree student in Teaching English as a Foreign Language Program, Faculty of Education, Chulalongkorn University. He is conducting research entitled “New Way of English Instruction for Students” under the supervision of Assistant Professor Karu Sart, PhD. To attain this, an expert evaluation of research instruments should be invoked.

In this regard, I would like to invite you to be an expert in evaluating the research instruments. The students will subsequently coordinate with you and provide more detail on this matter. Your kind consideration is highly appreciated.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean

Enclosures: English Instruction Questionnaire, IOC form

# Procedures

1. Fill in the required information.
2. Check the correctness.
3. Save this letter (only the page that you need) in Microsoft Word (.docx) format.
4. Submit the file to edu.chula.bundit@gmail.com with a clear subject line such as “Request for Letter of Inviting Expert.”
5. Don’t forget to give out your contact information, e.g., telephone number, Line id., etc. Therefore, the staff can contact you immediately if necessary.
6. Please allow for 3-5 business days for this process. The signed letter should be attached as a reply to your email. Please check back with the staff if you suspect an unusually long waiting time.

NOTE:

* The letter is not valid without the signature of the Associate Dean.
* The letter can only be used with the person addressed in the letter. Therefore, feel free to request letters as many as you need.
* Do not delete, change, or modify any part of the letter after being signed by the Associate Dean.