

Faculty of Education,

Chulalongkorn University

Phayathai Road, Pathumwan,

Bangkok 10330

……(Date)……

Dear ………………………………………………….,

Subject: Express Appreciation

This letter serves as an official appreciation letter on behalf of the Faculty of Education for your cooperation/participation in the research entitled “………… (research title) …………” by Mr./Ms. ………… (name)…………, a Master’s Degree/Ph.D. student in ………(Program) ………, Faculty of Education, Chulalongkorn University, under the supervision of ………… (advisor’s name) …………. Your dedication greatly helps the student proceed with the research project.

Once again, please accept my deep gratitude for your professionalism and contribution and I hope to receive your kind cooperation in the future.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean



Faculty of Education,

**EXAMPLE**

Chulalongkorn University

Phaya Thai Road, Pathum Wan,

Bangkok 10330

29th March 2022

Dear Associate Professor Mary Jane, PhD,

Subject: Express Appreciation

This letter serves as an official appreciation letter on behalf of the Faculty of Education for your cooperation in the research entitled “New Way of English Instruction for Students” by Mr. John Doe, a Master’s Degree student in Teaching English as a Foreign Language Program, Faculty of Education, Chulalongkorn University, under the supervision of Assistant Professor Karu Sart, PhD. Your dedication greatly helps the student proceed with the research project.

Once again, please accept my deep gratitude for your professionalism and contribution and I hope to receive your kind cooperation in the future.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean

# 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 Appreciation.”
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.