Date XXXXX

Prof. Eldon Y. Li

Honorary President of ICEB

Dept. of Information Management

National Chung Cheng University

Chiayi 62131, Taiwan

Email: eli@calpoly.edu

Re: Intention to host ICEB 20XX

Dear Prof. Li,

By this letter, the faculty at <<Department Name + Institution Name>> expresses our intention to host ICEB 20XX. Please accept this letter and give us a chance to submit our formal proposal detailing venue sites, hotels, organizers, conference chairs, international committee, secretariat, etc. before the end of <<month>>.

Our department has successfully hosted <<list of previously hosted international conferences>> in the past. The sizes of the conferences range from XXX-XXX registrants include XXX from English speaking countries. Please send us a confirmatory message to facilitate our conference planning process.

Your support is greatly appreciated. We look forward to your reply soon.

Sincerely yours,

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| <<Signature of Representative>>  <<Name of Representative>>  <<Job Title >>  <<Department Name >>  <<E-mail Address>> | <<Signature of Dean>>  <<Name of Dean>>  Dean  <<School Name >>  <<E-mail Address>> |

<<University/Institution Name>>

<<Full Address>>

<<City + Country>>