Written by:

Name ___________________________  (Seal or Signature)

Affiliation ____________________________________________________________

Job Title ____________________________________________________________

Relation to the applicant ____________________________________________

Letter of Recommendation

Applicant’s Name | App. No. | ※(Do not write in the box)

Please describe in English or in Japanese the applicant’s ability and scholastic aptitude including achievements in study and/or work.

Printed sheets can be pasted within this space.

Notes:  
1. This letter should be written by one of the applicant’s professors or employers who can give an objective evaluation on the applicant’s ability and aptitude.
2. This letter should be sealed by the writer according to the “Style of an envelope for a letter of recommendation.”
3. Do not write in the box marked ※.
Style of an Envelope for a Letter of Recommendation

Front

Letter of Recommendation

FOR: (Applicant’s name)
BY: (Recommender’s name)

Back

Seal or signature of the recommender

Notes: 1. Use a regular envelope.
2. The envelope must be sealed by the recommender with his/ her seal or signature.