Date: (yyyy) (mm) (dd)

**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） |

Seal or signature of the recommender

Back

|  |
| --- |
|  |

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| --- |
|  |

Notes: 1. Use a regular envelope.

2. The envelope must be sealed by the recommender with his/ her seal or signature.