

# For Reference

The format of the letter of recommendation is not prescribed; however, it must include the information below.

Please indicate the date of issuance of the letter of recommendation.

Date: Month Day, 20XX

## Letter of Recommendation

Dear President of SOKENDAI,

The addressee must be either  
“President of SOKENDAI” or  
“Dear [the name of our current President]”  
instead of ‘Dear Sir/Madam’ or ‘To whom it may concern’.

Please include the applicant’s name, affiliation, study fields, and the details of the reasons for the recommendation.

\*If the GPA cannot be calculated from your academic transcript, the letter of recommendation must clearly state that the applicant’s grade ranking at the university/faculty or graduate school is within the top 30%.

Sincerely,

Name, Title  
University of XXXXXX

\*Please type the name and title in the Roman alphabet.  
\*It should be signed by the Dean or an equivalent (or higher) at the applicant’s current university, or by the most recent university the applicant attended if the applicant is not currently enrolled in any university.

( Signature ) *\*Please sign here by handwriting.*