

**SAMPLE of
Letter of Recommendation**

The name of your institution
(Preferably letterhead)

Date

The letter must be addressed to the
President of TUFS including his name.

To Professor Haruna Nobuo
President of Tokyo University of Foreign Studies

(The body of letter)

The name of Recommender
Affiliation and position: Principal or teacher

Signature

A hand-written sign or stamp by the Recommender.