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.