

**SAMPLE of
Recommendation letter**

The name of your institution
(Preferably letterhead)

Date

To Professor HAYASHI Kayoko
The President of Tokyo University of Foreign Studies

MEXT Requirement:
The letter must be attention to the
President of TUFS including her name

(The body of letter)

The name of recommender
Affiliation and position
(Dean of Faculty or higher authority)

MEXT Requirement: The letter must
be written/signed by the Dean of
Faculty or person of higher authority

Signature

Handed sign or stamp by the recommender
(e-signatures are not accepted)

All letters must be original.
Please follow the instructions stated especially if the applicant is applying for PCS Course
under SP-MEXT Scholarship.