**Recommendation　Letter**

**Name of Applicant：　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Family name Given name Middle name**

**Please write the letter in up to 1,600 characters in Japanese or 800 words in English, and include the followings.**

1. **The applicant’s full name**
2. **Your name and signature**
3. **Applicant’s affiliated school and title or his/her employing company and position**
4. **Your relationship with the applicant**
5. **Your reasons for recommending him/her**

**Write in 3 aspects: education, personality and the others**