

SAMPLE

Letter of Recommendation

To The President, Kokugakuin University

Dear Sirs,

I am happy to present you [First Name and Last Name of student] _____, a full-time student in the Department of East Asian and North African Studies at the University Ca' Foscari of Venice and [Name of student] _____ is going to graduate in _____.

[Name of student] _____ would like to attend language courses at your institution. I can assure you that [Name of student] _____ is a serious student, and I would be most grateful for your granting [name student] _____ such access.

[Name of student] _____ has my highest recommendation for continued study in your K-STEP Program.

Thank you,

Recommender's name:

Title and Institution:

Address: _____

Telephone: _____

E-mail: _____

[Signature] _____