

# Sample Formal Letter of Request for Acceptance

- Please make sure to revise personal pronouns and words which are marked in yellow as necessary.
- Please try to keep all the contents on a single page.

Dr. Kyosuke Nagata  
President  
University of Tsukuba  
Tsukuba, Ibaraki, 305-8577 Japan

Date: Month Day, 2021

The date of issue  
(e.g. March 1, 2021)

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend our student below to your Short-term Exchange Program.

Name: Student's Name

Affiliation: Department of xxxxx, Faculty of xxxxx, University of xxxxx

Student's department,  
faculty, and university

He/She is an excellent student who is very interested in the Japanese language, society, and culture. In pursuing his/her research theme, we believe that he/she would greatly benefit from a short-term exchange program in Japan.

Recommendation

We understand the following conditions of your Short-term Exchange program:

- Exchange Student (tokubetsu chokogakusei) joins courses at the University of Tsukuba and earn credit points depending on the academic results. The evaluation will be done by the University of Tsukuba grading system and an academic transcript shall be issued after the completion of study period.
- Exchange Research Student (tokubetsu kenkyugakusei) will conduct a research work with a supervisor at the University of Tsukuba. An official letter concerning the research work shall be issued after the completion of study period. No credit points are given in any case.

For details of his/her study/research plan, desired status, and study period at the University of Tsukuba, please refer to the application form.

I would greatly appreciate it if you would consider admitting him/her to your university.

Sincerely,  
Name, Title

(signature)

xxxx University

- Please type the name and title of the signer in Roman alphabet.
- It should be signed by the President or Dean. (Vice president or associate Dean is also okay.)
- If it is signed by the Dean, please also include what department/faculty of the university he/she belongs.

Please sign here by handwriting.