**To the President of Ritsumeikan University, Japan:**

**Dear President,**

|  |  |
| --- | --- |
| Person being recommended |  |
| Name of recommender |  |
| Title of recommender |  |
| Your relationship with the person being recommended |  |

*Below, please indicate your reason for recommendation. If the space below is insufficient, please feel free to add extra pages (free-format).* ***After*** *printing, please* ***sign****,* ***date****, and* ***affix the formal seal of the university/company at which you work****, etc. at the end of your recommendation (Digital signatures not accepted).*

*\*To be acceptable, LORs* ***must*** *be from someone equivalent to or higher in rank than a university Dean. If you, the recommender, are not of sufficient rank, please have the Dean (or in the case of recommenders who are company employees, a superior who is equivalent to or higher in rank than a Dean) co-sign the letter.*

|  |  |  |
| --- | --- | --- |
| *Signature of recommender* |  | *Signature of co-signor (if any)* |
|  |  |
| *Date* | *Co-signor’s name* |
|  |
| *Co-signor’s title* |
|  |
| *Date* |