

# EXAMPLE123456 University OFFICIAL LETTERHEAD

55 EXAMPLE Road, 123456 City

## **SAMPLE – Formatting of your letter should match the red boxes (\*do not include the actual red boxes)**

16 October 20XX

Prof James Moriarty  
Dean, College of Mathematics and Sciences  
EXAMPLE123456 University

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

It is with great pleasure that I recommend Mr. Sebastian Moran to receive the University-recommended Monbukagakusho Scholarship for Overseas International Students at Ritsumeikan University. FURTHER TEXT FROM THIS SAMPLE IS FOR REFERENCE PURPOSES ONLY AND SHOULD NOT BE COPIED. Mr. Moran's distinguished academic performance at EXAMPLE123456 University set him apart from his peers and brought him to my attention. I am confident that he will be an asset and a credit to your university, as well.

Among his many accomplishments, Mr. Moran has represented our university at academic conferences in Bangalore, India and Reichenbach, Switzerland. His paper, *Tiger in the Drain: The Connection between Poaching and the Spread of Pathogens into Indigenous Water Sources*, was awarded the Adler Award for best undergraduate publication in the field of Life Sciences in 2011. More importantly, his findings have resulted in a 15% decrease in water-borne disease infection in the past two years.

Mr. Moran's graduate thesis research is into a silent, air-propelled tranquilizer which will allow for non-invasive examination of potential disease vectors in their natural habitat and balance health with the preservation of endangered species. I am certain that he will maintain his standard of high-level research and continue to produce academically and socially significant results while at your institution. I recommend Mr. Sebastian Moran for admission and receipt of the Monbukagakusho Scholarship. I would be happy to answer any further inquiries that you may have.

Sincerely

**James Moriarty, Ph.D.**

**Dean**

College of Mathematics and Sciences

EXAMPLE123456 University

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