

EXAMPLE123456 University OFFICIAL LETTERHEAD

55 EXAMPLE Road, 123456 City

The letter overall is free-form, however, feel free to use the formatting within the red boxes for reference of what is considered acceptable. Contents of the blue boxes, your recommender's signature and the university's seal are mandatory.

(*do not include the boxes themselves in the recommendation letter)

16 October 20XX

Prof Jimmy Exampleman
Dean, College of Mathematics and Sciences
EXAMPLE123456 University

To the President of Ritsumeikan University, Japan,

It is with great pleasure that I recommend Mr. William Sample 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. Sample'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. Sample has represented our university at academic conferences in Bangalore, India and Reichenbach, Switzerland. His paper, *It's Raining Cats and Dogs: Global Warming and Adverse Weather Patterns*, was awarded the Crumpet Award for best undergraduate publication in the field of Natural Sciences in 2018. More importantly, his findings have resulted in the emergence of a new branch of academic study in the realm of meteorology.

Mr. Sample's graduate thesis research is into algorithmically based weather predictions. 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. Sample for admission and receipt of the MEXT Scholarship. I would be happy to answer any further inquiries that you may have.

Sincerely

Jimmy Exampleman

Jimmy Exampleman, Ph.D.

Dean

College of Mathematics and Sciences

EXAMPLE123456 University



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