DD/MM/YYYY

To the President

Kobe City University of Foreign Studies

**Letter of Recommendation**

 has been a student at

(Name of the Exchange Student) (Name of the University)

since . I have known the student in the capacity of

(MM/YYYY) (Recommender’s Position)

 .

On the student’s personality

On the student’s attitude towards academic duties (attendance, class participation etc)

On the student’s interests and achievements (volunteer work record, club activities, awards etc)

(Signature)

Recommender’s Information