SATO RYUTARO（氏名）

番地　地名

市区町村　都道府県　JAPAN　郵便番号

○○ University （大学名）

番地　通り

都市名

国名

To Whom It May Concern:

Greetings from 市区町村, Japan!

I’m Sato Ryutaro who is going to take 参加するプログラム名this coming Winter

semester.

As you may know, I already submitted my online application.

At this time, I would like to send the registration packet as per your request. Please find the

enclosed documents for the program.

Please don’t hesitate to contact me if you need any additional information to complete the

registration.

Sincerely yours,

Sato Ryutaro

email address: ○○○○○○@gmail.com

phone number: +81(0)80-0000-0000

サイン

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