[TODAY'S DATE

OFFICE NAME

ADDRESS]

To Whom It May Concern:

Please find enclosed the following documents for my application for the University-recommended Monbukagakusho Scholarship at the [UNIVERSITY NAME] Graduate School of [NAME].

1. Application for Japanese Government (Monbukagakusho: MEXT) Scholarship, with photograph attached

Note: I have included a single-sided and double-sided copy

2. Field of Study and Research Program Plan

3. Letter of Recommendation from [NAME], [TITLE]

4. Certificate of [Graduation / Expected Graduation]

5. Certificate of Grades

6. Explanation of Grading System

7. 1-page Abstract of [Graduation Thesis / Major Paper (Note: I did not write a graduation thesis)]

8. [TOEFL / IELTS / TOEIC] test scores

9. Copy of passport

10. Two extra photographs

11. Certificate of Health

My intent is to study for a [Master's/Doctoral] Degree and my desired advisor is Professor [NAME], although I am willing to accept the graduate school's decision if they determine another professor's research field is more appropriate to my field of study.

If you have any questions or concerns about this application or its contents, please contact me at [EMAIL ADDRESS] and I would be happy to reply.

Best Regards,

[SIGNATURE]

[NAME]