

University Letter Head

Nomination Letter Sample

January 1, 20xx

To whom it may concern,

We are pleased to nominate **[name of student]**, born on **[day/month/year]**, who is currently enrolled as an **[undergraduate/graduate]** student at **[name of university]**.

[He/she] is to study abroad at Kwansei Gakuin University in Japan for **[one/two]** semesters beginning in the **[Fall/Spring]** semester of **[year of study]** at the **[undergraduate/graduate]** level.

[He/she] will return to **[name of university]** and is expected to graduate in **[month year]**

If you require any more information, please do not hesitate to contact me.

Yours sincerely,

Cordy Nator
Exchange Coordinator
University

Please include the following information in the nomination letter:

1. Student's name
2. Student's date of birth
3. Period of stay at KGU (one or two semesters)
4. Starting semester / year at KGU (Fall or Spring / year)
5. Level of study at the time the student starts studying at KGU.
6. Graduation date (expected)

*Please use university letter head.