

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the Japanese Language Proficiency Test (JLPT). As [his/her/their] [teacher/professor/supervisor] at [Your Institution/Organization], I have had the pleasure of observing [his/her/their] dedication and talent in learning the Japanese language over the past [duration].

[Candidate's Name] has demonstrated a strong understanding of Japanese grammar, vocabulary, and kanji. [He/She/They] consistently engages with the material and shows remarkable improvement through [specific examples, such as projects, exams, or presentations].

In addition to academic abilities, [Candidate's Name] possesses a passion for Japanese culture, participating in [events, clubs, or extracurricular activities], which further enhances [his/her/their] language learning experience.

I am confident that [Candidate's Name] will excel in the JLPT and continue to grow as a proficient Japanese speaker. I wholeheartedly recommend [him/her/them] for this examination.

Thank you for considering this recommendation. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]