[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution or Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally request a letter of recommendation for the Japanese Language Proficiency Test (JLPT) N3. I am currently studying [your field of study or major] at [your institution] and have been dedicated to improving my Japanese language skills.
During my time at [your institution], I have engaged in various activities that have allowed me to practice and enhance my language abilities, including [mention relevant courses, projects, or experiences]. Preparing for the JLPT N3 has been an important goal for me as it represents a significant milestone in my language learning journey.
I would greatly appreciate it if you could provide your insights regarding my [language skills, work ethic, dedication, etc.], which would support my application. Your endorsement would be invaluable to me as I pursue this certification.
Please let me know if you need any additional information or if we could set up a time to discuss this further. Thank you for considering my request.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]