

**Use official paper with hospital/surgery letterhead and logo**

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*The hospital/surgery name  
Full address including country  
Include telephone/fax numbers*

*Date*

*(Note: use a clearly understandable system for all dates such as  
1<sup>st</sup> October 2001. 10.1.2001 could be either October 1<sup>st</sup> or 10<sup>th</sup> January)*

To whom it may concern.

I examined *(your title and name, eg Mr. John Smith)* of *(your city of residence eg London)* on *(date of examination eg 20<sup>th</sup> June 2001)* and confirm that he is physically and mentally fit and capable of study in Japan.

If you have any further questions regarding *(your name eg Mr. Smith)*'s health, please feel free to contact *(me/the hospital/the surgery)* at the above address.

Yours faithfully,

*(signature)*

*(name)*

*(position if relevant)*

*(also add official stamp if possible)*