*<Please use your institution’s letter head>*

*<Date>*

To Takahisa Goto, M.D., Ph.D.

President

Yokohama City University Hospital

Dear Takahisa Goto, M.D., Ph.D.,

I hereby would like to request Yokohama City University Hospital to accept our student as follows:

|  |  |
| --- | --- |
| Home institutions’ name |  |
| Department |  |
| Name |  |
| Desired host department |  |
| Training Period | From: dd/mm/yyyyUntil: dd/mm/yyyy |

Training fee (1,100 yen per day) will be paid by the above-mentioned student/faculty member during his/her stay in Japan.

*<request letter should be provided by department head of dean/president>*

Dr.

Chair, Department of …………

…………… Hospital