

Example:

To : gpo (at) gifu-u.ac.jp
Subject : Information about research field

Graduate School of Engineering
Gifu University

Dear Sir or Madam,

I am **(your full name)**, I graduated from **(Department of XXX, Faculty of XXX, XXX University, Your country)**.

I completed my bachelor's degree in 2008 and master's degree in November 2011. I am very eager to pursue advanced study in my field.

My graduate thesis topic was—. **(You can briefly describe your research experience.)**

Currently I am interested in advanced —.

My academic supervisors were **Prof. XXX <email address> and Prof. XXX <email address>**, who recommended me to continue my study abroad. I am looking for possibilities to conducting research in your institution.

I would be grateful if you could send me information concerning application and admission procedures, and any other relevant information.

I am enclosing a Curriculum Vitae. Please contact me if you require any further details or documents.

I hope to hear from you in the near future.

Thank you very much in advance.

Best Regards,

Your full name