To whom it may concern,  
  
My name is (YOUR NAME) and I attended your school from (START DATE) to (END DATE).

I am currently living in Japan and have applied for a position teaching English in the Japanese public school system. If a company is required to sponsor my visa, the Japanese immigration authority requires me to supply documentation showing that I have attended a cumulative 12 years of education conducted in the medium of English.  
  
I am writing to ask for your assistance in providing this documentation. I have attached a template for your  
convenience. As the Japanese government requests very specific wording for these documents please do not alter the wording contained in the template, and please print the letter on school letterhead together with the school stamp at the bottom part  
  
Your help in expediting these documents is greatly appreciated, as you can imagine this is a time sensitive request as these documents are required before I can be offered the position I have applied for.  
  
Regards,  
(YOUR NAME)  
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Para sa kinauukulan,

Magandang araw po sainyo! Ako po si (Pangalan), na isa sa naging mag-aaral ng (pangalan ng eskwelahan) mula sa taong (simula ng taon) hanggang sa (taon ng pagtatapos).

Ako po ay kasalukuyang nasa Japan at inaasikaso ang mga kailangang dokumento para sa trabahong aking inapplyan bilang guro ng wikang Ingles sa mga pampublikong paaralan sa nasabing bansa. Isa sa mga hinihinging dokumento ng imigrasyon ng Japan para pahintulutan ako magtrabaho ay ang katunayan na lahat ng asignatura o subjects kung tawagin ay itinuro gamit ang wikang Ingles sa higit 12 taon.

Ako po ay dumudulog sa inyo upang payagan ako ng gobyerno ng Japan na gawin ang nasabing trabaho. Kalakip ng sulat na ito ay ang dokumento na inyo pong susundan upang makumpleto ang mga impormasyon ukol dito. Ang gobyerno po ng Japan ay mahigpit pagdating sa mga ganitong kumpidensyal na dokumento, pakiusap po sana na huwag po palitan o burahin ang mga salitang nakalakip sa nasabing dokumento. Paki-imprinta po ang pangalan ng eskwelahan sa itaas na bahagi ng dokumento kalakip ang *school stamp* sa ibabang bahagi nito*.*

Ang inyo pong tulong ay tatanawing kong utang na loob. Maraming salamat po sa inyong oras at abala.

Mabuhay po kayo!

TO WHOM IT MAY CONCERN

This is to certify that [YOUR FULL NAME] has been formally educated at the [SCHOOL NAME] at [SCHOOL ADDRESS] from [START YEAR] to [END YEAR], total of [NUMBER OF YEARS ] , using English as the medium of instruction.

This certifies that [YOUR FULL NAME] has satisfactorily completed all the requirements set forth for her [ELEMENTARY or SECONDARY or UNIVERSITY] education.

This certification is issued upon the request of the above-named individual in support of his/her visa application with the Japanese Department of Immigration.

Issue Date: \_

Name: \_

Signature:

School Name: