

Sample for Invitation Letter to Apply for Single Business Visa

PT. ABCDE JAYA
Jl. Samudera No. 53
Jakarta 12450 INDONESIA
Phone : 021-4568789 Fax : 021-4568799

4 June 2014

ABCDE Corporation
ABC Building 14th Floor, Kokusai Dori, Chuo Ku, Osaka
JAPAN

Dear Sirs,

Re : Invitation Letter

For the purpose of meeting with PT. ABCDE Jaya to discuss new project, we hereby invite your member mentioned below to Indonesia during a period of June 14, 2014 – June 24, 2014.

Name : Mr. Tanaka Norihiko
Passport No. : Z1234567
Position : Director, Sales Dept.
Reference : Andy Subrata
Deputy General Manager
PT. ABCDE JAYA
Jl. Samudera No. 53, Jakarta 12450 INDONESIA
Phone : 021-4568789
Type of Visa : Single Business Visa

In this connection, We, PT. ABCDE Jaya, shall be responsible to be your guarantor him during his stay in Indonesia.

Thank you in advance for your kind consideration in this matter.

Very Truly Yours,



Signature

Andy Subrata
Director & General Manager