

Sample for Recommendation Letter to Apply for Limited Stay Visa

ABCDE CORPORATION
ABC Building 14th Floor, Kokusai Dori, Chuo Ku, Osaka
Japan
Phone : 06-6000-0000 Fax : 06-6000-0001

6 June 2014

Consulate General of the
Republic of Indonesia
Osaka, Japan

Dear Sirs,

Re : Visa for Mr. Tanaka

We are pleased to inform you that we are sending the following person to your country, who is an employee of our company.

Full name : Mr. Tanaka Norihiko
Passport No. : Z1234567
Occupation : Director, Sales Dept.
Date of Departure & Length of Stay : 16 June 2014
For 8 days
Purpose of Visit : (渡航目的)
Reference in your country : PT. ABCDE Jaya
Jl. Samudera No.53, Jakarta 12450 INDONESIA
Phone : 021-456789
Type of Visa : Limited Stay Visa

In this connection, your kind favor for granting his visa approval and other facilities will be kindly appreciated.

In the meantime, our company will take all responsibilities for his conduct expenses during his stay in your country and also for his return trip.

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



必ず社判、角印、公印を押す

Yours faithfully,

Signature

Kenji Ogura
President Director