

Sample for Invitation Letter to Apply for Limited Stay Visa

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

4 June 2014

ABCDE Corporation  
ABC Building 14<sup>th</sup> Floor, Kokusai Dori, Chuo Ku, Osaka  
JAPAN

Dear Sirs,

Re : Invitation Letter

For the purpose ( 渡航目的 ), 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 : Limited Stay 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