

**\* Sample Recommendation Letter to apply for Single Business Visa (Journalist)**

ABCD CORPORATION  
ABC Bldg. 14<sup>th</sup> Fl., Kokusaidori, Chuoku, Osaka, 544-1111  
Phone: 06-600-0000 Fax: 06-600-1111

6 November 2007

Consulate General of  
Republic of Indonesia in Osaka

Dear sirs/madams,

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. Norihiko Tanaka  
Passport No. : Z1234567  
Occupation : Director, Sales Dept.  
Date of Departure&  
Length of Stay : 16 November 2007, for 8 days  
Purpose of visit : Filming TV documentary program on (取材、撮影の内容、テーマ等  
について) in the areas of (訪問、撮影する地域名、島、州、都市名)  
Reference in your country : PT ABCED Jaya  
Jl. Samudera No.53, Jakarta 12450 Indonesia  
Phone: 021-4568789  
Type of visa : Single Business Visa

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

In the meantime, our company will take all responsibilities for his expenses during his stay in your country and also for his trip to return to Japan or to leave Indonesia for other country.

Thank you very much for your consideration in this matter.

Sincerely yours,

ゴム印  
角印  
丸印



*Signature*

\_\_\_\_\_  
Kenji Ogura  
President Director