

**\* Sample Cover Letter of equipment list to apply for Single Business Visa (Journalist)**

ABCD CORPORATION  
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Phone: 06-600-0000 Fax: 06-600-1111

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6 November 2013

Consulate General of  
Republic of Indonesia in Osaka

Dear sirs/madams,

RE: Equipment List

Please find hereto attached a list of professional equipments for television program filming.

All of them are to be brought into your country for filming a TV program on (取材、撮影の内容、テーマ等について) in the areas of (訪問、撮影する場所、島、州、都市名、地域名) in Indonesia and to be brought back to Japan.

We appreciate your Ad Hoc Import/Export Tax Exemption Order be given to the items at the time of our crew's custom clearance.

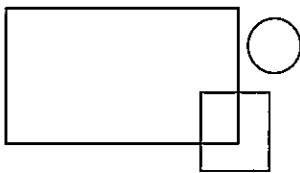
Thank you very much for your consideration in this matter.

Sincerely yours,

*Signature*

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Kaori Yamada  
Program Director



ゴム印(社判)  
角印  
丸印(公印)