

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

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

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.

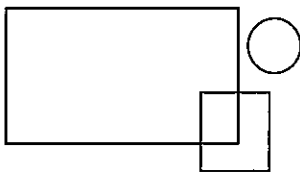
We appreciate your Ad Hoc Import/Export Tax Exemption Order be given to the items at the
time of our crew's custom clearance.

Thank you very much for your consideration in this matter.

Sincerely yours,

Signature

Kaori Yamada
Program Director



ゴム印(社判)
角印
丸印(公印)