

社会文化ビザ (Social Visit Visa) --(特に短期留学)- 申請のための招待状(Invitation Letter) の
サンプル

University ABC
Jl. Samudera No.53, Jakarta 12450 Indonesia
Phone: 021-456789 Fax: 021-45666

Norihiko Tanaka
9-10-8, Nakanoshima, Kitaku,
Osaka 500-0001
Japan
(申請者の氏名、住所宛)

May 15, 2011
(手紙の作成日)

Dear Mr. Tanaka,

For the purpose of joining the program of _____ to be held at _____, we hereby
invite you to come to Indonesia. Detailed information about our program is in the following section.

*(それぞれの状況に応じて招待状の内容は異なる。ただし、申請者の情報、参加するプログラムの内容、
期間、等は必ず記載)

Full Name: Norihiko Tanaka
(申請者名)
Occupation: university student (housewife/high school student/etc)
(職業)
Starting Date of the program & duration:
(プログラム開始日および実施期間)
September 15, 2011, for 14 days

Name of program: _____ program
(参加するプログラム名等)

Reference in
Your country: University ABC
(インドネシアでの
スポンサー名と
所在地) Jl. Samudera No.53, Jakarta 12450 Indonesia
Phone: 021-456789
Fax: 021-45666

We, University ABC, will hereby guarantee him (her) during his (her) stay in Indonesia. Thank you very
much for your attention and cooperation.

Sincerely yours,

(手紙作成者の署名)

Andy Subrata
Director
University ABC
Jl. Samudera No.53, Jakarta 12450 Indonesia
(手紙作成者の氏名、住所)

