

会社等の所属機関からの場合
(推薦状のサンプル) sample of recommendation letter

December 11, 2013

Consulate General of the Republic of Indonesia, Osaka Japan

Dear sirs/madams,

RE: visa for Mr. (申請者の氏名)

I am pleased to inform you that I, the undersigned, a (申請者からみた親族の関係 :
例 son) of (申請者の氏名) acknowledge him(her) as my (親族からみた申請者との関係 :
例 father) . He (she) is going to visit Indonesia to (渡航の目的)
) from (今回渡航する滞在の最初の日付) to (今回渡航する滞在
の最後の日付) .

In this connection, your kind favor for granting him(her) an appropriate visa and
other facilities will be appreciated.

I will take all responsibilities for his(her) well-being and behavior during his(her)
stay in Indonesia at all the time.

Thank you very much for your time in advance.

Sincerely yours,

(親族の名前)

(親族の住所)

サイン、印鑑