

Sample for Recommendation Letter to Apply for Single Business Visa

ABCDE CORPORATION  
ABC Building 14<sup>th</sup> Floor, Kokusai Dori, Chuo Ku, Osaka  
Japan  
Phone : 06-6000-0000 Fax : 06-6000-0001

6 June 2014

Consulate General of the  
Republic of Indonesia  
Osaka, Japan

Dear Sirs,

Re : Visa for Mr. Tanaka

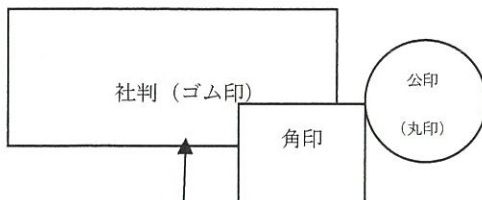
We are pleased to inform you that we are sending the following person to your country, who is an employee of our company.

Full name : Mr. Tanaka Norihiko  
Passport No. : Z1234567  
Occupation : Director, Sales Dept.  
Date of Departure & Length of Stay : 16 June 2014  
For 8 days  
Purpose of Visit : Meeting for a new project  
Reference in your country : PT. ABCDE Jaya  
Jl. Samudera No.53, Jakarta 12450 INDONESIA  
Phone : 021-456789  
Type of Visa : Single Business Visa

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

In the meantime, our company will take all responsibilities for his conduct expenses during his stay in your country and also for his return trip.

Thank you in advance for your kind consideration in this matter.



必ず社判、角印、公印を押す

Yours faithfully,

Signature

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Kenji Ogura  
President Director