

渡航 VISA 取得の為の会社推薦状 (コロナ対応型)

(Letterhead)

Date :

Ref. No.:

The Embassy of _____ (相手国)

Dear Sirs,

We are pleased to inform you that we, _____ (会社) are sending Mr. _____ (氏名) , _____ (役職名) of our company to _____ (相手会社名) , _____ (所在地) in your country for the significant purpose of _____ (渡航の目的) .

He is scheduled to leave Japan on _____ (日付) and to stay in your country for _____ (滞在日数) days. And he will leave your country immediately after his mission is completed.

As we approve of his being well-qualified person to visit your country we shall highly appreciate it if you would kindly grant the necessary endorsement on his passport at your earliest convenience, so that he will be able to accomplish the purpose of this trip.

We are responsible for any expenses necessary for his travel to and from and staying your country.

Expecting your favorable consideration for the above, we are,

当所の証明印を押すスペース
(縦 7 cm × 横 10 cm)が必要です。

Very truly yours,

Name of Signature

Title

Firm Name