

(Letterhead) =会社名および住所

Date:

The Embassy of (仕 向 国)

Dear Sirs,

We are pleased to inform you that we, (社 名) 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 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.

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 may able to accomplish the purpose of his 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,

Very truly yours,

(会社名)

商工会議所認証印

署 名

(サイン)

(氏 名)

(役職名)