

(申請者英文レターヘッド)  
＝会社名および住所

5 June, 2020

The Embassy of (仕向国)

宛先、作成日を必ず記入してください  
宛先不明の場合は  
「To whom it may concern : (国名)」  
と記載ください。

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 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,

SAMPLE

(会社名)

(肉筆サイン)

(氏名)

(役職名)

貴社サインの横または下に、本所認証欄スペースを空けてください。(ヨコ12cm×タテ7cm位)

(注) 本紙はあくまでご参考までのサンプルです。

詳しい様式は各国により異なりますので、提出先大使館へ必ずご確認ください。