

会社からの推薦状見本

レターヘッド

目付

Embassy of the Republic of Indonesia  
Tokyo, Japan

Dear Sirs,

Re:Visa for 申請者氏名

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

\*それぞれの状況に応じて内容は異なる。申請者情報、内容、期間等 詳細は必ず記載

\*The contents are different according to each situation. Please be sure to include details: applicant information, content, period etc

Full name	: 氏名
Passport No.	: パスポート番号
Occupation	: 職業
Date of Departure & Length of Stay	: 出発日と滞在期間
Purpose of Stay	: 滞在目的
Reference in your country	: インドネシアのスポンサー名と連絡先
Type of Visa	: ビザの種類

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.

Your faithfully,

サイン \_\_\_\_\_ 社印

名前

役職