

< **SAMPLE LETTER for BUSINESS MEETING** >

Date

To whom it may concern,

This is to request you to grant a visa for our employee to visit Japan.
Our company will be responsible for the applicant's expenses relating to this trip.
We provide all the necessary information as follows:

Applicant's Name:

Applicant's Position in the company:

Business purpose of this trip (Describe in detail.):

Date of Arrival in Japan:

Date of Departure from Japan:

Visiting company in Japan

 Name of the company:

 Address of the company:

 Contact person's Full Name:

 Contact person's Telephone Number:

Sincerely Yours,

Signature

Printed Name

Title

(NOTE) This letter must be written on an official letterhead of your company.