

< SAMPLE LETTER for ATTENDING CONFERENCE >

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:

Purpose and nature of this trip (Describe in detail.):

Date of Arrival in Japan:

Date of Departure from Japan:

Conference Information

Name of the conference:

Name of the Host Organization in Japan:

Address of the Host Organization:

Full Name of the Contact Person in the Host Organization:

Phone number of the Contact Person in the Host Organization:

Sincerely Yours,

Signature

Printed Name

Title

Local Address

Phone number

(NOTE) This letter must be written on an official letterhead of your local company.
The signature must be in ink.
We will not accept documents with E-signatures, PDF documents/copies.