

[Local Company Letterhead]

Date

To whom it may concern

This is a request to grant a visa for our employee to visit Japan.

Our company will be responsible for the applicant's expenses related to this trip.

We have provided the necessary information as follows:

Applicant's Name:

Applicant's position in the company:

\*Applicant's Date of Hire:

Date of Arrival in Japan:

Date of Departure from Japan:

Business Purpose: (Describe in detail)

Reason to request a multiple entry visa:

Our company is listed on the U.S. Stock Exchange Market, and our ticker (stock) Symbol is \_\_\_\_\_.

Visiting Japanese company

Name:

Address:

Contact person's Full Name

Contact person's Telephone number:

Sincerely Yours,

Signature by authorized person

Printed Name

Title

Local business address

Local Phone number

Note:

\* An applicant must be working at your office for more than one year. (except nationals mentioned on the check list 2018 version)

\* An applicant must bring the originally signed business letter.

\* Documents with E-signature, PDF / copied documents will **NOT** be accepted.