

**(Letterhead of the school)**

Date

To whom it may concern,

This is to request you to grant a visa for our student to visit Japan.  
The applicant's expenses for this trip have already paid to our school.

We provide all the necessary information as follows:

1. Applicant's Name:
2. Applicant's Position in the school:
3. Purpose and nature of this trip (Describe in detail.):
4. Date of Arrival in Japan:
5. Date of Departure from Japan:
6. Visiting school in Japan (if any)
  - Name of the school:
  - Address of the school:
  - Contact person's Full Name:
  - Contact person's Telephone Number:
7. Accommodations in Japan
  - Full name of family head of the home stay or hotel
  - Address of this home or hotel:
  - Phone number of this home or hotel:

Sincerely Yours,

Signature (Electric signature / PDF document is not acceptable.)

Printed Name

Title

**(NOTE)** This letter must be written on an official letterhead of your school and signed by the principal, professor or teacher who has responsibility and authority for this kind of letter.