

< 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:

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

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

