

渡航 VISA 取得の為の会社推薦状 (英文ヒナ型)

(Letterhead)

Date :

Ref. No.:

The Embassy of _____ (相手国)

Dear Sirs,

We are pleased to inform you that we, _____ (会社) are sending
Mr. _____ (氏名) , _____ (役職名) of our company to
_____ (相手会社名) , _____ (所在地) in your country for the
purpose of _____ (渡航の目的) .

He is scheduled to leave Japan on _____ (日付) and to stay in
your country for _____ (滞在日数) days.

As we approve of his being well-qualified person to visit your country
we shall highly appreciate it if you would kindly grant the necessary
endorsement on his passport at your earliest convenience, so that he
may able to accomplish the purpose of this trip.

We are responsible for any expenses necessary for his travel to and
from and staying your country.

Expecting your favorable consideration for the above, we are,

Very truly yours,

Name of Signature

Title

Firm Name