

To : THE EMBASSY OF JAPAN
JAKARTA - INDONESIA

Attention : Visa Application Officer

Dear Sir / Madam,

I the undersigned as the Director of, do hereby certify that our staff :

1. Name :
Passport No :
Tittle :

2. Name :
Passport No :
Tittle :

Are Going to visit Japan on, 2011 to observe about the market and sightseeing in Japan, all the accommodation and expenses due their trip are responsible by our company.

I guarantee their return to Indonesia once the trip is over and take over their job as usual. Kindly grant him tourist visa and your approval will be greatly appreciated. Kindly grant him tourist visa and your approval will be greatly appreciated.

Should you wish me to add anything further for their application, please do not hesitate to contact me.

Thank you very much for your kind attention.

Sincerely Yours,

.....

Director