

## Sample Business Letter

[Letter Head]

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 his expenses relating to this trip.  
We provide all the necessary information as follows.

Applicant Name:

Applicant position in his/her company:

Business Purpose:

Arrival Date in Japan:

Departure Date from Japan:

Visiting Japanese Company

Name:

Address:

Contact Person's Full Name:

His/her Telephone No.:

Sincerely Yours,

Signature

Print name

Title

- \* This letter must be written on your company letterhead.
- \* This sample is for short term business travel of up to 90 days only.
- \* This sample is valid at Consulate General of Japan in San Francisco.