Wednesday, December 18, 2024

U.S. Embassy in Japan

Dear Sir/Madam:

On behalf of Mr. Taro Yamada（ビザ申請者氏名）, we are submitting required documents for business entry visa.

He has been a Manager of Sales Division（役職名と部署名） with our company, ABC Corporation（会社名） since April 2000（入社日） for 18 years（勤続年数）.

He is planning a business visit to your country with following activities.

November 6-8 : Internal meeting of our group company, which will be held at xxx (期間、目的、都市名)

Contact person : Mr.xxx xxx, General Manager, Product Planning Division（受入担当者名、役職、部署）

（受入会社名、住所、電話番号、メールアドレス）

COMPANY NAME: ADDRESS: TEL: email:

He will depart Japan on 06 March 2025 and will arrive at in xxx(都市名) on the same day.(出発日、都市名、到着日）

As we approve of his being well-qualified person to visit your country.

We surely guarantees that he will adequate funds in his possession, as well as confirmed living accommodations and return transportation.

We assure you that he/she will comply with all the U.S. immigration laws and regulations during their stay in the U.S. and will return to Japan after the visit.

We will greatly appreciate any assistant you can provide us in expediting this visa process.

Thank you for your kind cooperation in this matter.

（会社名）

会社印

　　　　　　　　　　　 （サイナー署名）

（サイナー氏名）

（サイナー役職）

（サイナー部署）