

# Invitation Letter

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: (Ambassador/Consul-General) of Japan in

## **Inviting Person**

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name: \_\_\_\_\_ (Seal)

Address: 〒 \_\_\_\_\_ - \_\_\_\_\_

Telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone Number : ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

Fax Number: ( \_\_\_\_\_ ) - \_\_\_\_\_

Department/Division:

## **Visa Applicant**

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet) : \_\_\_\_\_ ( Male / Female)

(Number of additional applicants (if applicable): \_\_\_\_\_ )

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )

(Year) / (Month) / (Day)

Nationality :

Occupation:

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation (Explain the background to this invitation in detail.)

(3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.