

# レターヘッド

(会社アドレス・住所・TELなど)

Embassy of the Kingdom of  
Saudi Arabia  
Tokyo, Japan  
Consul-Visa Section

**査証未使用 理由書見本**

Date

Dear Sirs,

We hereby certify that Mr. / Ms. \_\_\_\_\_ of our company has obtained the  
entry visa issued on 査証発行日, but due to 査証未使用（渡航キャンセル）の理由,  
he/she could not go to your country using the visa issued.

We should therefore appreciate it very much this time if you would kindly grant an entry visa  
to your country to Mr. / Ms. \_\_\_\_\_.

Yours Sincerely,

会社名

サイン

名前

役職 of 会社名