

レコメンデーションレター (様式)

Name of Company

会社名〔レターヘッド〕

5-9-8 Himonya, Meguro-ku, Tokyo, 152-0003, JAPAN

TEL.(JAPAN81)3-3791-5273 FAX.(JAPAN81)3-3791-5279

会社の住所・連絡先

01Jan,2004

Embassy of the Republic of

日付

Kazakhstan, visa section

Tokyo, Japan

大使館宛に

Dear Sirs

It is our great pleasure to inform you that we have decided to send the following applicant to your country as per under mentioned details.

お願い文

(1) Name&Title 氏名と身分 : Mr. or Ms. Kazakh Taro

(2) Date of Birth 生年月日 : 18 Feb 1997

(3) Purpose of Entry 渡航目的 : Tourism

(4) Name of the Company 勤務先 : Kazakh Oil Company

(5) Address of the Company 勤務先住所: 1-1-1 Ginza, Chuo-ku,, Tokyo JAPAN

(6) Date of Departure 出発日 : 05 Jan 2004

(7) Term of Visa 査証有効期限 : 05 Jan 2004 to 04 Feb 2004

(8) Entry of Visa 入国回数 : Single Entry

(9) Passport No. 旅券番号 : AA1111111

(10) Date of expiry 旅券有効期限 : 01 Jan 2010

(11) Place of destination 到着場所 : Almaty, KAZAKHSTAN

(12) Visiting Companys 招待会社もしくは滞在場所,

or Staying place : Hotel Kazakhstan

1-1-1 1-1-1 Dustyik street, Almaty, KAZAKHSTAN

TEL: 7-3272-111-111 FAX: 7-3272-222-222

In this connection, we hereby certify that we guarantee all his traveling and staying expense required for the above trip and take full responsibilities for his conducts in your country.

Therefore, your kind and prompt grant of the necessary visa for him would be highly appreciated.

Sincerely yours,

署名
