

Letter of Reason for Invitation

(Year) (Month) (Day)

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

Inviting Person

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Zip code: 〒 _____ - _____

Address: _____

Full name: (Note) _____ Seal _____

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) _____

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

Contact person's division: _____

Contact person's full name: _____

Contact person's telephone number: (_____) - _____ (Extension _____)

Contact person's FAX number: (_____) - _____

Visa Applicant

(Make sure the name is 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.)

Nationality: _____

Occupation: _____

Full name (in Latin alphabet): _____ (Male / Female)

Date of birth: _____ / _____ / _____ (Age: _____)

(Year) / (Month) / (Day)

Additional applicants: _____

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.