

COMPANY LETTER  
HEAD  
(ORIGINAL)

(DATE)

Embassy Of Japan  
Consular Section  
No 11 Persiaran Stoner  
Off Jalan Tun Razak  
50450 Kuala Lumpur

Dear Sir

**RE : JAPAN TOURIST VISA APPLICATION**

This is to certify that (I/she/he), (passenger name) of IC No: \_\_\_\_\_ (Passport No. \_\_\_\_\_) is currently being employed by our company as a (position in this company) since (joining date) and earning monthly gross salary RMXXXX. (I/She/He) will be on leave from (date) to (date) for a holiday trip to Japan. All expenses for this trip will be borne by (myself/herself/himself/our company).

**For those Applicant who is sponsoring the other person, please add the paragraph below :**

\* (I/He/She) will be sponsoring (my/her/his) parents/wife/son/daughter to this Japan Tour. All the expenses are borne by (me/him/her).

<u>Name</u>	<u>Passport Number</u>	<u>Relations</u>
1.		Father
2.		Mother
3.		Wife
4.		Son
5.		Daughter

Please grant (me/us/them) an entry visa to Japan.

Thank you for your kind assistance in this matter.

Yours Sincerely

\_\_\_\_\_  
(Applicant's /Manager/Supervisor of the company full name)  
Company's Chop / Applicant House Address  
Company's Telephone Number / Applicant House's Contact