

Letter of Reason for Invitation

(Year) (Month) (Day)

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

Inviting Person

Address: -

Full name (When a company/organization is extending an invitation, enter the name of the company/organization as well as your title and affix the company seal and the registered seal of the representative of the company/organization. Person of foreign nationality who do not have an official stamp must sign this statement instead.)

----- Seal
Telephone number: () - (Extension)
FAX number: () -

When a company/organization is extending an invitation, enter the following information.

Contact person's division: -----

Contact person's full name: -----

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

Fax number: () -

Visa Applicant

Be sure to write the full name in the Latin alphabet as it appears on his/her passport. When there are more than one applicant, enter the representative's status below, and attach a list of all applicants.

Nationality: -----

Occupation: -----

Full name: ----- (Male or Female)

Number of additional applicants:

Date of birth: / / (Age:)
(Year) / (Month) / (Day)

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

(For (1) and (2), explain the purpose and the background to this invitation in detail. If the space below is insufficient, use a separate sheet of paper to give a full explanation and write "see separate sheet of paper" in the space below.)

(1) Purpose of the invitation

(2) Background to the invitation

(3) Relationship with the visa applicant(s)