

VISA 取得のための会社推薦状とは
自社の社員を会社の代表として、推薦し、海外へ送り出すための文章です。
※日本語記載部分はあくまで説明・注記の部分です。適宜削除等してください。
また、全て英語で作成してください。

(Letterhead)

会社名および住所を記載。

Date:

The Embassy of (仕向国)

Dear Sirs,

We are pleased to inform you that we, (会社) are sending Mr. (氏名), (役職名) of our company to (相手会社名), (所在地) in your country for the purpose of (渡航の目的).

He is scheduled to leave Japan on (日付) and to stay in your country for (滞在日数) days.

As we approve of his being well-qualified person to visit your country we shall highly appreciate it if you would kindly grant the necessary endorsement on his passport at your earliest convenience, so that he may be able to accomplish the purpose of his trip.

We are responsible for any expenses necessary for his travel to and from and staying your country.

Expecting your favorable consideration for the above, we are,

Very truly yours,

(会社名)

(サイン)

商工会議所認証印

署名

(氏名)

(役職名)