**(Letterhead)**＝会社名および住所

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 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)

(氏　名)

(役職名)

商工会議所認証印

署名