

## 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".)

Address: 〒 -

Full name :(Notre)

(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) additional applicants

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

### **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.