



DEFG Corporation

Tokyo Head Office - Japan

Address: 1-2-3 Tokyo [Telefax: +81-3-1234-5678](tel:+81-3-1234-5678) Email: defg-corp@hijk.com

SAMPLE

Embassy of the Republic of Mozambique
Tokyo, Japan

November 15, 2018

RECOMMENDATION LETTER

Dear Sir,

It is great pleasure to inform you that I invite the following person to your country on business;

Name	: ビザ申請者氏名
Company and Title	: 会社名、肩書き
Purpose of entry	: モザンビークへの入国目的
Date of departure from XXX(都市名)	: 出発日
Date of arrival in XXX(都市名)	: モザンビーク到着日
Length of stay	: 滞在期間
Reference	: モザンビーク国内での関係機関名 担当者名、担当者直通電話番号
Accommodation	: 宿泊先の施設名、住所、電話番号

We shall be most grateful if you could kindly issue the necessary **single/multiple** entry visa for the visa applicant mentioned above.

We hereby guarantee all **his/her** traveling and staying expenses required for the above trip and take full responsibility in regard to personal conducts during **his/her** stay in your country.

Thank you in advance for your cooperation in and attention to this matter.

サインの無いものは無効です。

We do not accept Recommendation Letter without seal or signature.

Sincerely yours,


Hanako YAMADA
General Manager
DEFG Corporation