

Invitation Letter

(Year) (Month) (Day)

To: Ambassador/Consul General of Japan in

Inviting Person

(When an inviting person and a guarantor are the same, write "Same as guarantor".)

Full Name:

Address:

Phone _____ (Extension)

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Phone _____ (Extension)

Department/Division:

Visa Applicant

(The name must be written in the Latin alphabet as it appears on their passport. When there are two or more applicants, fill in the representative's status below, and attach a *List of Visa Applicants*.)

Full name: Male / Female

Number of additional applicants (if applicable):

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

Nationality:

Occupation:

The purpose of inviting the above person(s):

(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 to the visa applicant(s)