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 :(Note)
_____ (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) :_____

Date of birth: _____ (Age:_____) Male ☐ Female ☐ additional ___ applicants
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.**