

Name of Company
会社名(レターヘッド)
2-6-1 Hatchobori Chuo-ku, Tokyo, 104-0032 ,JAPAN
TEL (81) 3-3523-0073 FAX (81) 3-3523-0079

日付 08 MAY,2013

Embassy of the Republic of
Kazakhstan Consular section
Tokyo, Japan

Dear Sirs,

It is my pleasure to visit your country. The following will give you the details of my status and my travel to Kazakhstan:

1. Surname/First name (名前) Ms. Or Mr. Yamanaka Hanako
2. Date of Birth (生年月日) 02May 1988
3. Purpose of travel (渡航目的) Business
4. Company name (勤務先名) ABC Company
5. Address, contact details (勤務先住所)
1-8-14 Azabudai , Minato-ku, Tokyo, 106-0041 Japan
6. Date of departure (出発日) 08Jan 2013
7. Term of Visa (査証有効期限) 08 Jan 2013 to 07Feb 2013
8. Number of entries requested (入国回数) Single Entry
9. Passport number (旅券番号) TH0000000
10. Date of expiry (旅券有効期限) 18 Feb 2018
11. Place of destination (到着地) Almaty , Kazakhstan
12. Visiting companies in Kazakhstan (訪問先会社名と住所)
Kazakh Oil Company
8-8-8 Dustyik street, Almaty, Kazakhstan
TEL : 7-3272-666-333 FAX : 7-3272-888-777

It would be greatly appreciated, if you could kindly grant me the necessary visa in due time.

Sincerely yours,
勤務先作成者の署名

作成者の職務 : Executive Vice President, Director

会社名 : ABC WORLDTOURS Corp
組織の捺印