

*Note: Recommendation Letter should be submitted on Letter Head of the Company, where Applicant is engaged.*

**Embassy of the Republic of Kazakhstan  
Consular section**

1-8-14 Azabudai, Minato-ku,  
Tokyo, 106-0041 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 \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Purpose of travel \_\_\_\_\_
4. Company name \_\_\_\_\_
5. Address, contact details \_\_\_\_\_
6. Date of departure \_\_\_\_\_
7. Term of Visa \_\_\_\_\_
8. Number of entries requested \_\_\_\_\_
9. Passport number \_\_\_\_\_
10. Date of expiry \_\_\_\_\_
11. Place of destination \_\_\_\_\_
12. Visiting companies in Kazakhstan \_\_\_\_\_

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

Sincerely yours,

\_\_\_\_\_

(Company stamp)