

[GUARANTEE LETTER SAMPLE]

[Please use your company's letterhead, if you have.]

EMBASSY OF THE REPUBLIC OF ZAMBIA

VISA SECTION, TOKYO, JAPAN

Date:

Dear Sirs:

It is a great pleasure to inform you that the following applicants are to visit your country as per under mentioned details:

- 1.) Name and Title:**
- 2.) Purpose of Entry:**
- 3.) Date of Departure (from Japan):**
- 4.) Length of Stay:**
- 5.) Reference:** (name of guarantor)

In this connection, I hereby certify that I guarantee all his/her traveling and staying expenses required for the above trip and take full responsibilities for his/her conducts in your country.

Therefore, your kind and prompt granting of the necessary visa to him/her would be highly appreciated.

Sincerely yours.

(Guarantor's Name)

Company:

Address:

Tel: