

会社ロゴ用紙を使用して下さい

* * * * * Limited

現地会社の住所 India

TEL: +91-112346846

FAX: +91-112364579

The Consular Officer

Embassy of India

→宛名はこのまま記載

Tokyo, Japan

10 January 2015

INVITATION LETEER

Dear Sirs or Madams,

We hereby confirm that we would like to invite the following guest for the purpose of business meetings and shall host him during the period of his stay in India.

Therefore, Multiple Business visa for 12 months is kindly issued to him.

Guest Name: **Mr. TARO YAMADA** VISA 申請者のお名前

Date of Birth: **1984/10/06** 生年月日

Passport No.: **TK203719192** パスポートナンバー

Date of Passport Issue: **2010/06/16** パスポート発行日

Date of Passport Expiry: **2020/06/16** パスポート有効期限

Designation: **Member, Tool Production Engineering Section, Cutting Tool Division** 役職

Company Name: **BBBB Corporation** 日本の会社名

Address: **111 AAA-cho, * * * * * City, TOKYO 111-1111 JAPAN** 日本会社の住所

TEL/FAX No.: (TEL): +81-3-1111-2222/ (FAX): +81-3-1111-3333

Expected Date of Entry in India: **23 February 2015** 入国予定日

Expected Date of Departure from India: **27 February 2014** 出国予定日

Purpose of Trip: **To Attend Business meetings concerning business strategy in India**

↑ 渡航目的(会議の場合は何に関する会議か記載要。作業や技術目的では申請不可)

Host Name: **HANAKO YAMADA** 現地会社の方のお名前

Designation: **Managing Director** 現地会社の方の役職

Company Name: *** * * * * Limited** 現地会社名

Address: **現地会社の住所** India

TEL/FAX No.: (TEL): +91-112346846/(FAX): +91-112364579

Our company, ******* LIMITED** will take full responsibility for the activities and conduct of **Mr. TARO YAMADA** during his stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him at our cost.

Yours Sincerely

サイン

HANAKO YAMADA HOST NAME の方のお名前

Managing Director 役職

*** * * * * Limited** 現地会社名