**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 :(Notre)

(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) : (Male/Female) additional applicants

Date of birth: / / (Age: ) (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.**

(Year) (Month) (Day)

**Schedule of Stay**

The schedules of stay in Japan of the visa applicant and others are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
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