

**\*\* COMPANY LETTERHEAD  
(with company address and contact number) \*\***

**DATE**

**Visa Officer  
Embassy of Japan  
Pasay CITY MANILA  
PHILIPPINES**

**SUBJECT : APPLICATION FOR ENTRY VISA**

This serves to certify that the below named visa applicant is an employee of our company.

Applicant: <EMPLOYEE'S NAME>  
Nationality: <NATIONALITY>  
Passport No.: <PASSPORT NO.>  
Joined Date: <MONTH/YEAR>  
Designation: <POSITION>  
Current Monthly Salary: <S\$\$SALARY>

The visa applicant will be going to Japan for (delete where applicable) \*vacation / \*business trip / \*company incentive trip (briefly describe the purpose of business trip) from DD/MM/YY to DD/MM/YY.

☆ Select an appropriate paragraph below:

\*The expenses to be incurred during this trip will be entirely borne by the company.

\*The expenses to be incurred during this trip will be entirely borne by the visa applicant.

<SIGNATURE OF COMPANY ADMINISTRATOR>  
<FULL NAME>  
<DEPARTMENT / DESIGNATION>  
<CONTACT NUMBER