

**** COMPANY LETTERHEAD**

(with company address and contact number) **

SAMPLE

DATE

Visa Officer
Embassy of Japan
16 Nassim Road
Singapore 258390

SUBJECT : APPLICATION FOR MULTIPLE-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: <\$\$SALARY>

The visa applicant will be going to Japan for business trip **(briefly describe purpose of business trip)** from **DD/MM/YY** to **DD/MM/YY**.

☆ Select an appropriate paragraph from 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.**

The company would like to request for a **Multiple-Entry visa** to be issued to the above-named employee because **(please state reason for this request)**.

<SIGNATURE OF COMPANY ADMINISTRATOR>

FULL NAME

DEPARTMENT / DESIGNATION

CONTACT NUMBER