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

DATE

Visa Officer
Embassy of Japan
16 Nassim Road
Singapore 258390

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