

....., Juli 13, 2015

To:
Visa Section
General Consulate of Japan
Gedung Wisma Kalla
Jl. Dr Sam Ratulangi 8-10
Makassar

Subject : Applying Tourist Visa

To Whom It Concern,
I the undersigned:

Name :
Position :

Herewith to certify that:

Name :
Position :
Passport No :
Salary :

She is a permanent employee in and will going to have vacation from until **She** is applying for a tourist visa and visiting Japan for days.

All the expenses cost will be born by **herself** and I guarantee that as soon as the trip is over, **she** will return to Indonesia without seeking for any kind of employment and promise to obey regulation concerning to your country.

We therefore would appreciate your assistance to help **her** application. Your favorable consideration of the application will be much appreciated.

Yours Sincerely

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Branch Manager