Friday, December 20, 2024

U.S. Embassy in Japan

Dear consular officer,

I am writing to request a business visa for [申請者氏名] who is Manager[役職], Sales Division [部署] at ●● Corporation[勤務先名]. [申請者氏名] has been invited to visit our company, [US Company Name], to discuss potential business opportunities between our companies[渡航目的].

[具体的な渡航目的]

During their visit, [申請者氏名] will be meeting with our team members, touring our facilities, and discussing potential collaborations with our company. This visit is a crucial step in furthering our business interests and establishing a long-lasting partnership between our companies.

[申請者氏名] will be staying in the U.S. for a [15 Days], from 1 August 2025 to 15 August 2025[滞在日程]. The costs related to his/her trip, including airfare, accommodations, transportation, and meals, expenses, will be entirely covered by [勤務先会社名].

Thank you for your consideration of this visa application.

We assure you that[申請者氏名] will comply with all the U.S. immigration laws and regulations during their stay in the U.S. and will return to their home country after the visit.

Sincerely,

[Name]

[Title]

[Your Contact Information]