

Company Letter Head
(Address in Japan including phone numbers)

Recommendation Letter

Date:

Embassy of the Republic of the Union of Myanmar
Visa Section
Tokyo, Japan

Dear Sir,

This is to certify that we have decided to dispatch our staff to your country under the following conditions:

Applicant Full Name	:	Mr./Ms. xxxxxxxx
Passport No. and Issue Date	:	xxxxxxxxxxxxxxxx
Title	:	Manager/xxxxxxxx
Purpose of Entry	:	Business meeting/Business Discussion with xxxxx
Arriving to Myanmar	:	DD/MM/YYYY
Departure from Myanmar	:	DD/MM/YYYY
During of Stays	:	(xx) days

We here by request authorities to issue the required visa. In connection with this application we grantee that all expenses involved in the trip will be fully covered by our company and the same time, we hold ourselves responsible for his conduct to comply with the laws of the Union of the Republic of the Union of Myanmar during his stay.

Your early and favorable consideration to the above is highly appreciated.

Your faithfully,

Company Seal Here

Signature of Officer
Title