

〈ブラジル 会社推薦状 (英文) -名古屋〉

**ABC**

ABC Co., Ltd.

1-1-1, Shimbashi, Minato-ku, Tokyo 105-0004, Japan

Tel:03-3433-1234

●カラーのレターヘッドで社名入りの用紙を使用する(白黒のレターヘッドの場合は社判、公印が必要)

●以下は商用査証申請用の会社推薦状サンプルになっている

14 Jan, 2007

Consulate - General of Brazil in Nagoya

Dear Sirs:

We would like to ask you to issue an entry visa of your country for business to the following person.

姓名

Name : Mr.Taro YAMADA

職位

Position : Director of Trading Section 所属部署と役職を明記

日本出発日

Date of Departure from Japan: 09 Feb, 2007

ブラジル入国地、入国日

Place & Date of Entry : Sao Paulo / 10 Feb, 2007

ブラジル出国日

Date of Departure from Brazil : 14 Feb, 2007

滞在日数

Length of Stay : For 5 days

●31日以上滞在を希望する場合、理由を明記

目的

Purpose : To have sales talks on import of towel goods with ABC., LTD.

商用査証の申請は商談に限る(技術援助・指導などの目的は不可)。相手先の名前、商品内容、打合せ内容(値段、日程など)について詳しく記入する。

Reference : ABC Brazil CO.,Ltd (Mr.George WASHINGTON) 商談相手の氏名も明記

Rua 35 de maio 116 - Caixa Postal 58 - 89060 Blumenau - Brasil

Tel : 011-322-1234

All the expenses for his trip, such as travel and living expenses and other-incidentals will be borne by us.

We hereby guarantee that he will never be a public burden during his stay in your country and never cause you trouble of any kind, financial or otherwise. We will also guarantee that he will observe and abide by the law and regulations set forth by your government.

この誓約文を必ず記入

During his permanence in Brazil, the beneficiary of the present request of VITEM-II(business) is not going to provide technical assistance(nor operate any machinery) to the firm he will have a business meeting nor to any other firm.

We would appreciate it very much if you would take the necessary action to grant him a visa to your country at your earliest possible convenience.

ABC Co.,Ltd.

*K. Matsumoto*

KENICHI MATSUMOTO

International Trade  
Director