

(KOP SURAT)

Jakarta, September 01<sup>st</sup>, 2015

To :  
**Embassy of Japan**  
**Jakarta - Indonesia**

RE : Tourist Visa Application

Dear Sir / Madam,

I, The Undersigned :

**Name** : RUDY  
**Position** : Owner / Director / HRD Manager of PT .....  
**Passport No.** : .....

Herewith to certify that :

Name	Passport No.	Relation	Position
Mr. Hendri	W 825282	Head of Family	Marketing Manager of PT .....
Mrs. Yeni Setyowati	A 3641503	Wife of Mr. Hendri	
Ms. Sandra Laurensya	A 6445356	Daughter of Mr. Hendri	
Miss Felyce Anastasya	A 6445357	Daughter of Mr. Hendri	
Miss Annabell Florensya	T 966772	Daughter of Mr. Hendri	

**(They / We / She / He)** would like to spend **(Their / Our / Her / His)** holiday in Japan that is organized by Avia Tour and Travel, Jakarta – Indonesia, which will be taken place at March 2014. All expenses related to the said vacation program will be fully borne by **(Myself / Themselves / full name of person borne)**.

It is hereby guaranteed that as soon as the vacation program is over, **(They / We / She / He)** will return immediately to Indonesia without seek for any employment and permanent residence after the completion of the trip.

Therefore, **(I / We)** would be very grateful if you could respectively grant **(Them / Us / Her / Him)** the necessary tourist visa for **(Their / Our / Her / His)** vacation programme mentioned above.

Thank you for your kindly assistance and good cooperation had given.

Your sincerely,

*(ttd + cap perusahaan)*

**RUDY**  
( Position )