

**The Consul,
Consulate- General of Japan,
Jeddah**

Dear Sir,

We would like to inform you that Mr. -----(name)-----who was born in -----holder of a ----(nationality)-- passport number -----, who is working with us in the capacity of---(profession)-----, will be leaving to Japan to attend the -----, which will be held in ----- throughout the period from -----up to-----as per copy of the attached invitation letter.

We would appreciate therefore, issuing your relevant instructions for granting Mr. -----an entry visa to Japan for the above purpose knowing that he is working for us since -----and he is drawing an annual salary of SR-----

We hereby confirm that the total expenses to be incurred by Mr. -----during his business trip including traveling expenses will be fully borne by our company. We also confirm that Mr. -----will leave Japan back to his family who are residing in Saudi Arabia and to resume his work at our company .

Thanking you for your cooperation, we remain

Sincerely yours,