

(Sample) **Letter of Guarantee / Reason for Invitation**

Date:

To: Ambassador of Japan in Saudi Arabia

**Visa Applicant**

Full Name:

Nationality:

Date of Birth:

Company's Name:

Position/Occupation:

**Guarantor**

Name of the Company'/Organization:

Position:

Full Name:

(Company's Seal)

Contact Person:

Telephone number:

1. I will guarantee the following items regarding the above-mentioned applicant's entry into Japan.
  - (1)Compliance of Japanese laws and regulations
  - (2)Expenses for the applicant's stay in Japan and return travel expenses
  - (3)Prompt reports to the Ministry concerned on the applicant's activities in Japan, if requested.
  - (3)Leaving Japan during the period of Stay permits of the applicant.
2. Purpose of Invitation
3. Schedule visiting(Date of arrival and departure, numbers of days to stay in Japan )
4. Others  
(In case applicant wishes multiple visas, please mention here the reasons and his/her schedule)