

QUICK IT RETAIL CENTER SDN BHD

SUITE A, 1ST FLOOR, WISMA MODE CIRCLE,
NO 57-59, JLN BUKIT BINTANG,
55100 KUALA LUMPUR,
MALAYSIA.

Tel: 03-2141 8250

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01 DEC 2007

CONSULAR SECTION
EMBASSY OF JAPAN
NO 11 PERSIARAN STONER
OFF JALAN TUN RAZAK
50450 KUALA LUMPUR

SAMPLE
LETTER

Dear Sir

Re : JAPAN TOURIST VISA APPLICATION

This is to certify that, **MR. LAU TUCK WAH** of passport no: **A 4342 0024** is currently being employed by our company as a Regional Sales Manager since 12.11.2000. **He** will be leaving from 25th DEC 07 – 31st DEC 07 for a holiday trip to Japan with his Wife, **MS LILY SONG MUN LING** of passport no: A 1234 4321. All expenses for this trip will be borned by **him**.

Please grant them an entry visa to Japan.

Thank you for your kind assistance in this matter.

Yours Sincerely,

JUN SENG KONG
HR/Admin Manager
QUICK IT RETAIL CENTER SDN BHD
CELL PHONE : 016-3326119

Visa Requirement

- 1) Company Letter (as per sample)
- 2) Copy Current Account or
Copy Saving Account or
Copy Fixed Deposit
(Minimum RM10,000 Per Person)
*****Photocopy with CERTIFIED TRUE
COPY from the bank with STAMP,
officer's name & signature.*****
- 3) Copy Birth Certificate (Children)
- 4) Copy Marriage Certificate (Husband / Wife)
- 5) Copy Form 9 & 49 (Sponsor by Company)
- 6) Original Passport-Minimum 6 Months
validity
- 7) **(WHITE BACKGROUND)** Photo -
Passport size coloured- Less than 6 months