

To,

Consulate of Japan

Villa #633 Mubarak Bin Mohammed St -
Al Manhal - Abu Dhabi - United Arab
Emirates

Apr 2, 2023

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Subject: Approval of my Business Visa with Japanese Consulate

Dear Sir/Madam,

I would like to visit Japan for business between Oct 2, 2023 and Oct 6, 2023 .

Travel Purpose: Business meet

As United Arab Emirates citizen, I need to get a Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- Oct 2, 2023 : Create a preliminary agenda
- Oct 3, 2023 : Set and fill roles
- Oct 4, 2023 : Inviting team
- Oct 5, 2023 : Solicit advice and opinions
- Oct 6, 2023 : Finalize the agenda and send out resources

I am currently working at Alhambra as CEO I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Japanese consulate website.

Please find enclosed the following documents to support my Business Visa application :

- My employment contract
- Proof of a healthy business relationship between my company and the inviting company
- Proof of my leave approval from my employer

- Proof of Invitation from my host
- Hotel bookings made for this trip.
- Duly filled visa application form
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Invitation letter from the inviting company in your country.
- Original and copy of my passport with minimum 6 months validity
- Photos as per visa specification
- My latest ITR which have been filed till date
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Apr 2, 2023

(Mahmood)

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