

To,

Consulate of Japan

Rue Van Maerlant 1, 1040 Bruxelles,
Belgium

Apr 3, 2023

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Subject: Approval of my Work Visa with Japanese Consulate

Dear Sir/Madam,

I would like to visit Japan for employment between Sep 11, 2023 and Mar 30, 2024 .

Travel Purpose: To work

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

I am currently working at UCB as Data Analyst 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 Work Visa application :

- **My employment contract**
- **Proof of Invitation from my host**
- **Rental Agreement for the duration of my stay.**
- **Original and copy of my passport with minimum 6 months validity**
- **Proof of my leave approval from my employer**
- **Duly filled visa application form**
- **My latest ITR which have been filed till date**

- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Fully paid round trip flight ticket
- Photos as per visa specification
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Proof of visa fee paid.
- My employment contract from the company in your country
- Two application forms as mentioned in the requirements
- Hotel bookings made for this trip.
- Attested bank statement of last 6 months

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 3, 2023

(Jan)

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