

**From:** Lesley Groff <[REDACTED]>  
**To:** Darren Indyke <[REDACTED]>  
**Subject:** Japanese Visa Business Letter/Employment Letter  
**Date:** Tue, 28 Apr 2015 14:16:26 +0000

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Darren, I was told at Visa HQ we only need a "business letter" for the girls...the requirements are below from their website....However, what Karyna has sent is from the Japanese consulate website. The Visa HQ people said we only need the "business letter" I really don't know what the correct answer is here. But I would think the more we have the better.:

[https://japan.visahq.com/requirements/Russia/resident-United\\_States/#!/japan-business-visa](https://japan.visahq.com/requirements/Russia/resident-United_States/#!/japan-business-visa)

**From Visa HQ:**

**Business Letter.** A business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to the Embassy of Japan, Visa Section, Washington DC, and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Japan.
- Specify the type and desired validity of the visa (ie. multiple entry business visa).
- Guarantee of sufficient funds for travel.

From Karyna from the Japanese consulate website:

If traveling for BUSINESS, original letter from applicant's company signed by an authorized executive officer, on company letterhead, stating:

- a) applicant's position in the company
- b) duration of employment
- c) nature/purpose of visit in detail
- d) dates/duration of stay intended
- e) contact person, company name, address and phone number of business contact in Japan
- f) guarantee of financial support during applicant's stay in Japan and return transportation from Japan