

## Company Letter - Business Owner / Partner

For business owners, partners, investors, and Golden Visa holders.  
Must include trade license details, income, purpose, and financial undertaking.

### Company Letterhead Required

[COMPANY NAME]  
[COMPANY ADDRESS]  
[TRADE LICENSE NUMBER]  
[PHONE / EMAIL]

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: The Consul-General of Japan in Dubai  
28th Floor, Dubai World Trade Centre  
Sheikh Zayed Road, Dubai, UAE

Subject: Company Letter for [APPLICANT FULL NAME] - [Owner/Partner/Managing Director]

Dear Sir/Madam,

This is to confirm that [APPLICANT FULL NAME], holder of passport number [PASSPORT NUMBER], is the [Owner / Partner / Managing Director / Investor] of [COMPANY NAME], established in [YEAR], registered in [FREE ZONE NAME / DED / etc.] under trade license number [LICENSE NUMBER], valid until [EXPIRY DATE].

Monthly Income / Drawing: AED [AMOUNT]

Purpose of Travel: [Mr./Ms. NAME] will be traveling to Japan from [DATE] to [DATE] for [tourism/business meetings/conference/market research - specify in detail].

Financial Undertaking: [The company / The applicant] will cover all travel-related expenses including airfare, accommodation, daily expenses, and insurance.

The business operations will continue during [his/her] absence under the supervision of [NAME, POSITION].

[Mr./Ms. NAME] will return to the UAE on [RETURN DATE] to resume business operations.

Yours sincerely,

\_\_\_\_\_  
[SIGNATORY NAME]  
[Position]  
[Company Seal / Stamp]

**IMPORTANT:**  
- Attach a valid copy of the UAE trade license (must be valid 3+ months from application)  
- If sponsored by Free Zone: attach NOC from Free Zone authority

- *Company seal and wet signature required*
- *Golden Visa holders: use this same format*