

**From:** [REDACTED] <[REDACTED]>  
**To:** Darren Indyke <[REDACTED]>  
**Subject:** Fwd: Employment letters  
**Date:** Thu, 23 Apr 2015 03:42:09 +0000

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Hi Darren. Please see below from [REDACTED]. Thx

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED] <[REDACTED]>  
**Date:** April 22, 2015 at 9:40:01 PM EDT  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>  
**Subject:** Employment letters

Hi [REDACTED]

Thank you so much for the employment letters you left for us. Japanese consulate seem to be very particular with their rules, I copied below the requirements they list on their website regarding company's letters:

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

Looks like we are missing the following in [REDACTED] letters:

- applicant's position (it describes the duties, but does not mention "executive assistant" as our position)
- duration of employment

I don't know if that will cause a problem at all, but to be safe can you please ask Darren (if he is the one who wrote the letters) if he could re-write them including the two things mentioned above?

Sorry for the inconveniences.. and thanks a lot!

[REDACTED]