

회사 레터지 사용
(회사로고 / 주소 / 전화번호 / 팩스번호)

To : Consular Section, Indonesia Embassy, Seoul

08 may 2012

TRAVEL ORDER

This is to that the following person is ordered to travel to Indonesia as follow:

Name in full : **kwon young hoon**

Date of birth : **01 MAR 1940**

Passport number :

Position : **Manager**

Address : **310 sungin-dong jongro-gu seoul.korea**

Phone Number : **02-6295-5644**

Purpose of Visit : Business Meeting

Duration : **08 Feb 2012 – 08 Mar 2012**

Reference in Indonesia : **인도네시아 방문 회사명**

Address : **방문 회사명 주소**

Phone Number : **방문 회사명 전화번호**

***필독 서류를작성후,이메일로,당사확인받으신후,원본보내셔야합니다**

Hereby certifies that we will be responsible for all transportation and living expenses that
Will incur while **he/she** stay in Indonesia, including the expenses for safe return after accomplishment of
his/her visit

회사명판직인날인