

**Ha, Ngoc Ngan**

xxxxxxxxxxxxx,  
xxxx Ave. Makati,  
Metro Manila, Philippines  
(0063) 927-475-5265

19th January 2018

**The Embassy of Japan in the Philippines**

2627 Roxas Boulevard  
Pasay City, Metro Manila 1300

Dear Sir/Madam,

I am personally requesting for a single entry visa for myself. I am Ha, Ngoc Ngan, bearer of Vietnam Passport # B8520xxx, and resident of xxxxxx., Makati city, Philippines. I am currently employed as a Business Development Manager at DOT Services Philippines Inc. with office address at 3F ASpace Greenbelt, 110 Legaspi St. Makati city, Philippines.

I am writing to your office to let you know that I am lacking the required Income Tax Return BIR Form 2316. I moved to work at Dot Services Philippines Inc. in 2017 and my company has not released the ITR for 2018 yet and it may be released at the end of January. Attached herewith is my Certificate of Employment, Income Tax Return BIR Form 2316 for 2017 (from my previous company) as well as other required documents.

I plan to fly to Japan on 16 April, 2018 and will stay until 23 April, 2018 only together with my boyfriend for sightseeing and exploring Japanese culture. I guarantee that I will not become a public charge or burden during my stay in Japan and will strictly follow all rules.

I am hoping for your positive response. Thank you very much.

Sincerely,

HA, NGOC NGAN