

EXAMPLE OF COMPANY'S RECCOMENDATION LETTER

ABC COMPANY  
123/456 PETCHBURI ROAD, BANGKOK 10400  
TELP. 02 555XXXX, FAX. 02 555XXXX

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Bangkok, xx January 2004

Head of Consular Section  
Indonesian Embassy  
Bangkok, Thailand

Dear Sir,

We, ABC Company are *INTRODUCE YOUR COMPANY*..... Our company is going to do some business in Indonesia.

As the purpose of this letter we would like to request for the Embassy's kind assistance to certify the following documents :

- Document 1
- Document 2
- Etc....

" We need to have those documents certified by the Embassy for the purpose of.....  
*THE DOCUMENTS WILL USE FOR WHAT?*

Thank you very much.

Sincerely Yours,

- Name -
- Position -

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