**◯◯Co., Ltd.（Your Company）**

(Address), (City), (Prefecture), (Post cord) (Country)

Phone:

Email:

Date

**◯◯Co., Ltd.**

(Address), (City), (Prefecture),

(Post cord) (Country)

Dear Mr.(Ms.)○○:

Thank you for ～.

We are enclosing the following documents.

Please feel free to contact us if you have any questions.

Sincerely yours,

◯◯(Your Name)

◯◯(Official position)

◯◯Co., Ltd.

Enclosures：

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