



平成26年10月01日

Company XYZ  
Mr. Max Mustermann  
Musterstrasse 123

000-0000 Musterstadt

### **Internship Japan**

一般社団法人Global Internship  
Association

東京都墨田区向島 3 - 7 - 1  
大内マンション 203号

代表理事：ホップ ヴェレナ

## **Request for Letter of Support**

Dear XYZ,

We are Internship Japan, a growing group of people working voluntarily for the mission to establish and support a new and better system to support internships in Japan. We believe that young and highly-motivated foreigners willing to work and study in Japan can be a great asset to Japan's business world. Japanese language is one of the key points for an intern in Japan to be successful so we believe in a joint combination of internships and language education. Most importantly, we strongly believe that interns should not incur any costs for entering an internship program.

Internship Japan is currently in the process of becoming a *Ippanshadanhojin* (一般社団法人), a form of non-profit organization in Japan. After 2 years of rapid growth, we are now ready to become even more professional with our work and support companies, organizations and internship-seekers from all over the world. With the Tokyo Olympics and Paralympics coming up in 2020 we believe now is the time for Japan to accept her role as a global leader and provide greater opportunities and brighter futures for the youth from all over the world.

Internship Japan's activities in the past and in the future:

- Establish, promote and support a proper system of internships in Japan
- Help youth from all over the world to find internships in Japan (free of charge)
- Support internship-seekers to study Japanese
- Grant scholarships to interns who wish to do an internship in the non-profit sector, start-ups and artistic activities
- Actively support women's empowerment in the business world
- Support and educate companies and organizations in Japan about the system of internships
- Create a legal, safe and worry-free environment for entities taking interns



平成26年10月01日

- Support a network of opportunities for everyone, including networking events
- Create a long-lasting and worthwhile relationship between companies, organizations and interns

As you have received this letter, we do hope to work with you in the future. For now, we hope you can support us in our efforts by providing us with a letter of support (see example on page 3). Please feel free to use the draft example letter of support and/or create your own. Your letter of support will be used in the official application process for becoming a non-profit organization.

We thank you for your support and hope to work with you in the future.

敬具

**Internship Japan**  
代表理事：ホップ ヴェレナ



平成 26 年 10 月 01 日

# Letter of Support

To whom it may concern

It is my pleasure to write a letter of support to Internship Japan. I, and the organization I represent strongly support the efforts and cause of Internship Japan. We believe in their ideas and plan to work together with them in the future.

Reasons to support Internship Japan:

|   |
|---|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|---|

年 月 日