

**KOP SURAT INSTANSI**

Jl. .... Telp .....

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Kota, tanggal dan tahun..... ;

**France Embassy to Indonesia**

Jl. M.H. Thamrin No. 20  
Jakarta Pusat  
Jakarta - Indonesia  
10350

**To Whom It May Concern,**

This is to certify that Mr/Mrs. .... is Functionary/ Officer/ Staff in The .....  
and is permitted to taken leave to have vacation from ..... to .....

Mr/Mrs. .... is applying for a visa ..... in France/Swiss/ etc  
for ..... She is expected to return to Indonesia before ..... We therefore  
would appreciate your assistance to her application. Your favorable consideration of the  
application will be much appreciated.

Please feel free to contact ..... (telp/email) if you have any questions. Thank you

Yours Sicerely

**XXXXXXXXXXXXXXXXXXXX**

The Head of the .....  
Official Number: .....