*《 斜字体 》*部分は注釈です【サンプル】

month/day, year*《日付》*

○○○○*《宛名》*

Chief Executive Officer

○○○○*《子会社名》*

Re: Notice of Visit & Survey by Member of Audit & Supervisory Board

Dear ○○○○:

Thank you very much for accepting our visit to your company as part of the activities of the Audit & Supervisory Board, ○○○○*《親会社名》*. We would like to conduct the meeting in the following manner:

1) Date : month/day, year*《日付》* (○○:○○ – ○○:○○)

2) Visitors : a) ○○○○*《監査役名前》*(Member of Audit & Supervisory Board,　 ○○○○*《親会社名》*)

b) ○○○○*《随行者名前》* (Senior Manager, Audit & Supervisory Board Office, ○○○○*《親会社名》*)

3) Agenda: Business status and issues (including compliance related issues)

1. Presentation from ○○○○*《被面談者》*(○○ min)

2. ○○○○ Tour (○○ min)

3. Q&A (○○min)

Finally, for your information, here is the itinerary for ○○○○*《監査役名前》*

|  |  |
| --- | --- |
| month/day, year*《日付》* |  |
| ・  ・  ・ |  |
| month/day, year*《日付》* |  |

Best regards,

○○○○*《差出人氏名》*

Tel. +81-○○-○○○○-○○○○

CC:

Attachment: “○○○○”*《資料名》*