

[Date]

Request for Cooperation to Our Filming Crew

Embassy of the Argentina Republic

2-14-14, Moto-Azabu Minato-ku, Tokyo

Dear Sir / Madam

In writing this, we, [Company's name] tender our sincere compliments and express our heartiest thanks and appreciation for the close cooperation and generous patronage that you have always rendered us. Our company, [Company's name] is [profile of the company]

The purpose of this letter is to inform you our shooting plan in Argentina in [date of shooting].

NOTE: Please mention about your program. The following text serves as an example:

“We are producing a series of entertainment travelling show entitled [“xxxxx”] since [xxxx]. The program introduces Japanese traditional culture, food, and people, and it also shows various kinds of scenes, culture, and world heritages all over the world. This time we would like to introduce Argentine’s breath taking great nature and attractive culture and food in Buenos Aires. We confirm that [coordinator-s name] is authorized to be our local coordinator.”

We therefore, would be much obliged if you would kindly help our TV crew members to be successful in our shooting in your country, especially at the airport custom, so that we are be able to achieve our purpose. [Mr/s,...] holder of Japanese passport No. [xxxx] will be responsible to carry in the broadcasting equipment and arrive at Buenos Aires on [date of arrival, flight no.] They will be responsible to bring back all the equipment to Japan with the [flight no. departing schedule] at [departure time] on [date of departure].

- Program Title ”
 - Air date and time
 - Broadcasting area
- ON Air Schedule of Argentina part
 - Date:
 - Time:
- Shooting Schedule
 - Shooting:
- Locations for Shooting
- Filming sites and subjects
 - Please refer to the following Filming Schedule.
- Filming staff
 - Please refer to the following Filming Crew Members.

Sincerely yours,

[Name & title]

[Company's name]