Date

Temporary Admission of Audiovisual Equipment

Embassy of the Argentine Republic

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

Dear Sirs

[NOTE: Please describe the program/purpose of the work. The following text serves as an example]

We have been producing an entertainment travelling show entitled [xxxx] *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 Argentina's breathtaking nature and Buenos Aires attractive culture and food.*

The program will be broadcast on [date, time, broadcasting area].

We would be much obliged if you would kindly help our crew members to be successful in our shooting, facilitating the admission of their audiovisual equipment at customs.

[Mr/s ...], *holder of Japanese passport No*. [xxxx]*, will be responsible for carrying the audiovisual equipment, arriving at Buenos Aires on* [date of arrival, flight no.] [He/She] *will be responsible for bringing back all the equipment to Japan on* [date of departure, flight no.].

[Mr/s ...] *will be our local coordinator.*

Please find attached:

● *Travel/shooting Schedule*

●*List of crew members*

●*Copies of crew´s passports*

●*List of audiovisual equipment*

Sincerely yours,

[Name & title] [Company's name]