



怡澳旅游 — 订制线路、打造专属行程

此为样本，请按此格式用带有贵公司抬头的信纸打印并机打填写

(如贵公司没有抬头信纸，请自行添加打印抬头)

DATE: (日期以阿拉伯数字根据日/月/年的格式填写)

To: Visa Section

Dear officer,

Mr/Ms (选择正确的性别) (本人姓名的拼音) (护照号码) (出生日期年/月/日) is the (现任职位的英文名称) of the (现任部门的英文名称) Department in our Company since (具体的入职时间 年/月/日), and her/his (选择正确的性别) monthly income is RMB (月收入数目用阿拉伯数字). We have approved her/his (选择正确的性别) vacation to (申请签证国家英文名称) from (此次行程的出发时间) to (此次行程的结束时间). All the expenses during the travel will be borne by herself/himself (选择正确的性别). We hereby guarantee Mr/Ms (选择正确的性别) (本人姓名的拼音) will obey the laws overseas and we shall retain her/his (选择正确的性别) position till the end of the holiday.

Signature: (请单位负责人亲笔签名, 请不要用拼音签名, 并将中文姓名打印在旁边)

Occupation of Signature: (签字人的职务, 请用英文打印)

Seal: (请加盖公司公章)

Company: (公司英文名称)

Address: (公司英文地址)

Telephone: (可以联系到的公司电话)

Fax: (公司传真)



长按或扫描二维码，可加客服微信