

(請使用有公司信抬頭信紙列印)

To the  
Consulate General of \_\_\_\_\_(申請國家)  
- Visa Section -

RE: \_\_\_\_\_(申請人)

Dear Sir,

With reference to the visa application of \_\_\_\_\_(申請人)  
who intends to visit \_\_\_\_\_(申請國家) for \_\_\_\_\_(目的)  
from \_\_\_\_\_(入境日期), to \_\_\_\_\_(離開日期). We hereby  
declare that we shall answer for:

1. His/Her return to Taiwan.
2. All travel expenses.
3. The costs of repatriations, if any.
4. The costs of hospitalization, if any.

Thank you for your kindness in granting them a visa at your earliest convenience.

Sincerely Yours,

\_\_\_\_\_(公司負責人簽名及蓋公司大小章)

\_\_\_\_\_(Key-in 公司負責人姓名)

\_\_\_\_\_(Key-in 職位名稱)

To the  
Consulate General of \_\_\_\_\_  
- Visa Section -

RE: \_\_\_\_\_

Dear Sir,

With reference to the visa application of \_\_\_\_\_ who  
intends to visit \_\_\_\_\_ for \_\_\_\_\_ from \_\_\_\_\_, to  
\_\_\_\_\_. We hereby declare that we shall answer for:

1. His/Her return to Taiwan.
2. All travel expenses.
3. The costs of repatriations, if any.
4. The costs of hospitalization, if any.

Thank you for your kindness in granting them a visa at your earliest convenience.

Sincerely Yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_