

(請使用有公司抬頭信紙列印)

To whom it may concern,

RE: _____ (申請人)

This is to certify that _____ (申請人), who was born _____ (生日)
is employed by this company as a _____ (職稱). Since _____ (到職日),
who intends visiting your country for pleasure/business between _____ (抵達日期)
to _____ (離開時間).

Yours sincerely,

_____ (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 whom it may concern,

RE: _____

This is to certify that _____, who was born _____ is employed by this company as a _____. Since _____, who intends visiting your country for pleasure/business between _____ to _____.

Yours sincerely,
