

公司英文保證信範本 - 商務簽證

Presentation Letter for Business Visa Application

公司信紙 - COMPANY LETTERHEAD

PRESENTATION LETTER

TAIPEI, January 1st, 20XX (地點, 日期)

BRAZIL BUSINESS CENTER
5F, No.197, CHUNG SHAN N. RD., SEC 6
SHIHLIN, TAIPEI, TAIWAN, ROC.

DEAR SIRs,

We are pleased to present you Mr. JONH YANG (Applicant's Name same as passport/申請人英文姓名如同護照), who is the Sales Manager (Title/申請人英文職稱) of our company. He will be sent to Brazil for business between February/20 (Date of departure/離台日期) and February/30/20XX (Date of returning/返台日期).

Sincerely yours,
Company Name (公司英文名稱)

Signature(簽名) & Chop(蓋章)
Name (負責人名字)
Title (負責人職稱)

BANK ENDORSEMENT

We hereby certify that the above firm is a client of ours and we confirm that signature and seal correspond to the specimen kept in our records.

On January 1st, 20XX(日期)

30, SHI N NAN RD., SEC 1(銀行地址)
CHUNHUO CITY, TAIPEI HSIEN
TAIWAN, ROC.
TEL:(02) 546-1345 (銀行電話)

CHING LING BANK(銀行名稱)
Tiemou Branch(銀行分行)

Signature(簽名) & Chop(蓋章)
Name (銀行人員名字)
Title (銀行人員職稱)