

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

Commercial office of Brazil
2F, No.45, Dexing West Rd.,
Shihlin, Taipei, 11158, Taiwan
Tel : 02-28357388

TAIPEI, January 1st, 20XX (地點, 日期)

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 (詳細前往巴西的活動目的) between February/20 (Date of departure/離台日期) and February/30/20XX (Date of returning/返台日期).

BRAZIL CUSTOMER INFORMATION:

COMPANY NAME:

CONTACT PERSON AND TITLE:

ADD:

TEL:

EMAIL:

WE HEREBY DECLARE THAT WE SHALL ANSWER FOR:

- 1.RETURN TO TAIWAN.
- 2.ALL TRAVEL EXPENSES.
- 3.THE COSTS OF REPATRIATION,IF ANY.
- 4.THE COSTS OF HOSPITALIZATION,IF ANY.

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)