【派遣函—适用于商务签证】请用公司抬头纸打印

STATEMENT

TO： Consulate General of U申请国家

Date: UNovember 18,2012

Dear Sir or Madam:

This is to certify that the entire following person is our employee,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Passport No. | Position | Recruitment Date | Salary per Month |
| Li Ping | G20000001 | Factory director | Oct, 1998 | RMB10000.00 |

At the invitation of UXXXXX（邀请人公司名称）U from U16th Dec to 8th Dec（到访时间）U, The purpose of their visit isU to discuss the cooperation details（到访目的,请描述具体项目，产品）.U We confirm that they will obey the law in the U.S（目的地国家）U and come back to China within the visa validity.

All his expenses in the U.S U.（目的地国家）U including accommodation the position medical fee will be for Uour company’s account（费用谁付）.U UWe promise that the applicant will not overstay in the U.S and not change the type of visa .U Our company will remain the position for them.

Please give kind consideration to the above person’s visa application.

Sincerely yours

U（负责人手写签名）

单位公章

Contact：U负责人 姓名+职位（中英文打印，如: 张三 ZHANG SAN Manager）

Company Name：U公司名称（英文打印）

Company Add：U公司地址（英文打印）

# Company Tel： 公司电话