Certification Letter

To: Canada Embassy

Fm: XXXXX

Add: XXXX

Tel: XXXX Fax: XXXX

Dear Sir or Madam:

This is to certify that the following person is working in our unit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **D.O.B** | **P.P. No.** | **Position** | **Salary/M** | **Work time** |
| XXXX | 11.03.1974 | G18016865 | Vice Director | 5,000RMB | Oct 1995 |

His/her/ wife/husband/daughter/son (XXXXX, P.P. No is G12345678) will travel to Canada in March of 2016.

All the cost during the trip including health insurance will be paid by XXXXX

Yours Faithfully

Person in charge: XXX

Position: General Manager

Business license Register No: XXXX

**出资证明信**

致：加拿大使馆

公司名称：XXXX

公司地址：XXXX

公司电话：XXXX 传真：XXXXX

尊敬的先生或女士：

兹公司证明以下人员在我公司工作，具体信息如下：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** | **生日** | **护照号** | **职务** | **月薪** | **入职时间** |
| XXXX | 1974.03.11 | G18016865 | 副主任 | 5000 | 1995年10月 |

他/她的妻子/丈夫/女儿/儿子（林XXXX， 护照号G12345678）准备在XXX年XXX月XXXX年份间去加拿大旅游。

林XXX本次旅行所产生的所有费用由XXXX承担。

祝好

公司负责人名字：XXXX

公司负责人职务：总经理

营业执照或机构代码注册号：XXXX