***Certification Letter***

To: USA Embassy

Fm: \*\*\*\*\*\*\*\*\*\* **（公司名称准确英文）**

Add: \*\*\*\*\*\*\* **（公司地址准确英文）**

Tel: \*\*\*\*\*\*\* Fax: \*\*\*\*\*\*\* **(公司电话，本人直线电话及负责人直线电话和传真)**

Dear Sir or Madam:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name****(姓名）** | **D.O.B****（生日）** | **Position****（职务）** | **Salary/M****（收入月薪）** | **Work time****（入职时间）** |
| \*\*\*\*\*\*\* | \*\*\*\*\*\*\* | \*\*\*\*\*\*\* | \*\*\*\*RMB | Oct 1995 |

He /she ( P.P. No is G12345678)will travel to USA during xxxxx (具体年月）

All the cost during the trip including health insurance will be paid by herself/himself

Yours Faithfully,

Person in charge: \*\*\*\*\* **(公司负责人姓名拼音，不能是本人及同行的人)**

Position: \*\*\***（负责人职务的英文）**

Register No: \*\*\*\***（营业执照或机构代码证注册号)**

打印时请删除：请用公司抬头纸打印并加盖单位红色公章领导人签字（签字人不能为申请人本人），打印时请把所有中文删除再打印