Certification Letter

To: Australia Embassy

Fm: XXXXXX

Add: XXXX

Tel: XXXXX 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** |
| XXX | 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 Australia in March of 2016.

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

Yours Faithfully

Person in charge: XXXXX

Position: General Manager

Business license Register No: XXXX

**出资证明信**

致：澳大利亚大使馆

公司名称：XXXXXXX

公司地址：北京市西城区金融街23号

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** |
| XXXXX | 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XXXXX年X月份间去澳大利亚旅游。

林XXXX本次旅行所产生的所有费用由XXX承担。

祝好

公司负责人名字：XXXX

公司负责人职务：XXXX

营业执照或机构代码注册号：XXXXX