Date:06.June.2004

Attn.: Visa Section

Dear visa officer:

Ms. XXX works in our company from XXXX .XX. XX. She is going to the United States for a tour/business/visiting her family in June 2013. We guarantee that she will obey the local laws during the tour and come back to China as soon as she finishes the trip, and her position in the company will be kept for her until her return. Her annual income is 200000RMB. She will cover all the traveling expenses, including accommodation, transportation, meals and medical insurance, please kindly issue her the visa after your checking up!

Name Sex Date of Birth Position Passport No.

#### XXX F 16/12/1949 Accountant E47606634

Sincerely yours

负责人姓名（中英文）及中文签名

Position of the leader:（领导人职位）

Telephone of company: (单位联系电话)

Name of company: (英文单位名称)

Address of company: (英文单位地址)

Stamp of company: (公司公章)

注意事项：

1. 划线部分请根据申请人实际情况填写，然后去掉横线。

2、年薪数额请尽量确保在50000人民币以上

3、签字负责人不能是申请人本人、亲属或同行人

4、中文是为了方便您的理解，请在担保填写完成后请及时删除。