**示例**

May 4, 2018

**To: xx（国家名称）Embassy in Beijing﹒China**

**Letter of Guarantee**

Dear Sir or Madam,

This is to certify that Mr./Mrs./Ms.XXX works in Beijing University of Chinese Medicine. He/She has been working in our university since xx xxxx. He/She will have a trip to **xxxx** from xx-xx-xxxx to xx-xx-xxxx. All his/her international air fare, hotel accommodation, local transportation and daily meals etc. will be covered by himself/herself. His/Her position in the university will be kept for him/her during his/her vacation. He/She will obey all your immigration laws and return China on time.

We would appreciate your help if you could grant he/she get the visa.

Name Sex Date of Birth Passport Number Annual Income

XXXX M/F xx-xx-xxxx E/Gxxxxxxxx xxx,xxx RMB

Sincerely yours,

Contact Person: Zhiwei WANG

Director of Personnel Department

Beijing University of Chinese Medicine

Tel: 86-10- 53912475

Fax: 86-10-53912475

Add: No.11 Bei San Huan Dong Lu, Beijing 100029

**注：1.格式不要调整。**

**2.所有时间请用英文格式填写，例如：2018-5-5应写为: May 5, 2018 。**