



西班牙商務辦事處

104 臺北市民生東路三段49號10樓B1室

TEL:886-2-25184901-3 FAX:886-2-25184904

ALL ALTERATION OF THE FOLLOWING SAMPLES WILL NOT BE ACCEPTED

*******(S A M P L E)*******

INTRODUCTION LETTER (公司)

M.A.E.C.
ESPAÑA

(Date).....

Dear Sirs,

Re: Mr./Mrs./Miss.....(人名).....

With reference to the visa application of.....(人名).....
passport No.....(護照號碼).....,(職務).....
of our company who intends visiting.....(西班牙公司名稱、地址及電話).....
for.....(目的)..... between.....(入境日期).....and(出境日期).....,
we certify that he/she is an employee of this company since.....(到職年月日).....
We hereby declare that we shall answer for

1. His/Her/Their return to Taiwan,
2. All travel expenses,
3. The costs of repatriation, if any.

Yours faithfully,

公司負責人簽名 * (申請人不得替自己背書)

公司大小章

.....

英文姓名

職稱

Bank Endorsement

We certify that the above person/firm is a client of ours and that we consider it to be managed under sound financial standing. We confirm that signature and seal correspond to the specimen kept in our records.

(seal and signature of bank
typed name of the undersigned)

← (銀行蓋大章及負責人簽名;
並用打字機正打負責人之職稱及姓名)

*Address:

*Telephone:

*Account No.: