TO: VISA SECTION

Dear Sirs,

Mr. / Ms. XXX (出资人的姓名) works in our company from XX.XX.XXXX （现公司入职时间某年某月某日）.His / Her father / mother / husband / wife / son / daughter XXX(申请人的姓名) will be on travelling purposes visiting the United Kingdom from XX.XX.XXXX to XX.XX.XXXX (出国具体日期某年某月某日). All the expenses include air tickets, transportation, accommodation and health insurance will be covered by XXX (出资人的姓名). His / Her father / mother / husband / wife / daughter / son will be back on time as schedule planned after the visit to the United Kingdom.

Name Date of Birth Position Annual Income

XXXX XXXXXX XXXX RMB XXXX

Your kind approval of this application will be highly appreciated.

Best Regards,

Name of the leader（领导人姓名拼音）

Position of the leader（领导人职位）

Signature (领导的签名)

Company’s Stamp（公司盖章）

Tel: XXX-XXXXXX

Add: XXXXXX

Company Name: XXXXXX

**注：**

**1. 出资证明需打印成英文，请删掉参考样本中所有中文的提示语，保持出资证明为全英文格式**

**2. 凡样本中XX的地方，均需相应填写您的相关信息，不要保留XX在完成后的出资证明中**

**3. 请根据您的实际情况将出资证明内容中相关的人称及性别进行修改和删除**

**4.（）括号中为我们为您更加清晰出资证明的内容而标注的解释，不要保留在完成后的证明中**

**5．请不要将“附件3：出资证明参考样本”字样保留在完成的出资证明中**