請用公司信紙....(要有公司名稱,公司地址,公司電話及網址) 此信中內容請用英文打出,中文不用.

Date:

To: Consulate General of The People's Republic of Bangladesh Visa Section , Hong Kong.

This is Certify for apply Visa of Bangladesh for follow Employee, who have Business Meeting in Bangladesh from ...to ... 去的日期—回的日期

Name:名字

Date of Birth: 出生日期

Passport No.: 護照號碼

Date of Issue: 發証日期

Date of Expiry: 到期日期

Job. Title: 職稱

Taiwan Mobile: 台灣手機號碼

We guarantee he/she will return back to Taiwan before visa Expired. All Travel and repatiation cost, and any medical cost will be borne by us

Best regards.

Co. Name 公司名稱 公司大小章

職稱及負責人名稱