Date: 07th Mar, 2017

To: Consulate General of United States in Beijing

**CERTIFICATE**

致领事馆签证官阁下：

兹有我公司赵铁柱先生，性别：男，1987年8月5日出生，护照号：E88888888。在XXXXXX有限公司担任总经理职务，工作13年，月薪12000元。欲利用假期于2017年5月1日至2017年5月12日前往美国旅游。

此次所需费用由其本人承担。我公司保证其遵守贵国的法律法规，按时回国并仍担任原职务。请贵领事馆给予签证的方便。

Dear Sir or Madam:

This letter is written to certify that Mr. Zhao Tiezhu, Male,(Passport No.:E88888888, Date of Birth: 5th Aug, 1987) is employed by XXXXXX Co., Ltd. As General Manager. He has already got this job for 13 years, and has a salary for 12,000.00 RMB per month. He will visit his son to United States form 1st May, 2017 to 12th May, 2017.

All expenses including returning air tickets, lodging and abroad health insurance will be covered by himself. And we also guarantee that he will abide by the laws and come back on schedule and resume his position in our company. Please kindly issue his visa after your checking up.

Yours truly.

Zhang Quandan

Vice-general Manager

07th Mar, 2017

XXXXXX Co., Ltd.