**EXAMPLE LETTER OF GUARANTEE, MUST BE PRINTED ON THE COMPANY LETTER HEAD**

Embassy of China

Brussels - Belgium

…………… (***place***),…………. (***date***)

Dear Sir, Madam,

We hereby declare that Mr./Mrs. ………………………………(***surname, name traveler***) is employed by our company and his/her current position is ……………………………………..   
He/She will be travelling to …………………………………… (***place***) in China from…………………… until. Mr./Mrs (***surname, name traveler***) ………………………….. will visit China only for tourism purposes.

Mr./Mrs ……………………… will take all responsibility and expenses during his/her trip to China.

Please grant Mr./Mrs. ………………………………….. (***surname, name traveler***) a (***single/double/multiple***) entry visa valid for ……………………………………………………. (***duration in*** ***days/months/years***).

**Passport details:**

Gender: Male/Female  
Date of birth: ../../….  
Full name in passport: …………………………………….  
passport number: …………………………………………..  
valid from - until::…………………………………………..

**Details Belgian company:**

Name company:…………………….…………….………..  
Address company: ……………………………….………..  
Business activity: ……………………………….………..

Yours sincerely,

Signed by,

(***name + function***)