TO: VISA SECTION

Dear Sirs,

Mr. / Ms. XXX (申请人姓名) works in our company from XX.XX.XXXX （现单位入职时间某年某月某日）. He/She will be on traveling purpose to Australia 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 himself / herself. He/She will be back on time as his/her schedule planned and shall continue to work in our company after his/her visit to Australia.

Name Date of Birth Passport-No. Position Annual Income

XXXX XXXXXX GXXXXXX XXXX RMB XXXX

Your kind approval of this application will be highly appreciated.

Best Regards,

Name of the leader（领导人姓名）

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

Fax:XXX-XXXXXX

Add: XXXXXX

Company Name: XXXXXX