

地址:江苏省常州市武进区滆湖中路21号 邮编: 213164

电话: 0519-86330009 传真:0519-86330047

# January 15, 20XX

To whom it may concern,

## Re: Visa Application

Dear Sir/ Madam,

This is to confirm that Mr. XXX (born on January 18th, 1969) is the teacher in the School of Pharmaceutical Engineering& Life Science, Changzhou University (CZU). Mr. XXX has been employed as a long-term teacher in service with Changzhou University since August, 2004. His annual income is up to 100,000 RMB after tax.

Mr. XXX has been granted a 10-day paid leave from his duties at Changzhou University from January 26th to February 4th, 2019 to travel in the U.S. During the above-mentioned period. We guarantee that he shall obey all the laws and regulations of the countries where he stays.

The international airfare (round), health & accidental insurance and the travel expenses shall all be covered by himself. We will keep his position during his outbound and we are sure that he will be back to China on time to continue his job.

Chen Haiqun

President of Changzhou University