



January 1st, 2020

To Chinese Visa Officer,

This letter is to confirm that Mr. Henry Smith is one of our employees who is engaged as a Customer Service Manager for China Travel Services. Mr. Henry Smith has been with CTS since November 2018, and his main job duties include:

- Oversee all aspects of Customer Service operations
- Provide support to all team members
- Ensure all clients are frequently updated regarding their services
- Keep up to-date in current policies and procedures, both internally and externally
- Train new employees on all aspect of client intake procedures

Mr. Henry Smith will have a business trip at [Inviting Company's Name] in the City of [City Name], [Province Name], [Zipcode], China from January 1, 2021 to February 2, 2021. The purpose for this visit is to train on more efficient service protocols with senior management at the company headquarter and to also meet all executive team members located in China.

We hereby guarantee sufficient funds for Mr. Henry Smith, along with round-trip air-travel, full accommodations, and necessary medical coverage. Mr. Henry Smith is expected to resume work on February 5, 2021.

Should there be any further questions, please do not hesitate to contact our office at (713) 420-9234.

Thank you very much!

Sincerely,

[Name of Company Representative]

[Job Title or Human Resource Manager]