

SAMPLE

Please Use Company Letterhead

To whom it my concern:

This is to certify that Mr. / Ms. _____ holder of China Passport No. _____ and born on date/month/year, is a full-time employee of company name (with address) _____ in the capacity of position since _____.

Mr. / Ms. _____ will be deployed by our company to visit Düsseldorf, Germany from September _____ to _____, 2009 inclusive to attend GLOBAL SHOES (September 11-13, 2009) for the job duties of _____.

The Company will be responsible for his / her expenses including return airfare, accommodation charges and other expenses. I shall guarantee the repatriation of the applicant after this event.

In this connection, we would be grateful if you could provide appropriate referral letter for visa application to Mr. / Ms. _____ to visit Düsseldorf, Germany.

Yours faithfully,

(Authorized Signature and Company Chop)