

KOP SURAT PERUSAHAAN / INSTANSI / TEMPAT BEKERJA

Berisi logo / nama instansi / alamat / no telp / email (wajib ada no telp & alamat)

August 10th 2022

To :

Taipei Economic and Trade Office Jakarta, (TETO)

Gedung Artha Graha

Jl. Jend. Sudirman Kav. 52-53. Jakarta 12190, Indonesia.

Dear Sir/Madam, I would like to inform you that I am the undersigned with this letter.

Name : Mr/Ms/Mrs

Position : Head of Human Resource / *atasan terkait*

Certify that,

Name :

Position :

Passport No :

Is planning to visit your country from August 17th , 2022 to September 10th , 2022. I guarantee that **he/she** will not seek any employment or permanent stay in your country and will return to Indonesia after the visit. All expenses during the trip will be fully covered by **his/her** personal account.

Please kindly grant the necessary entry visa in order. Your kind assistance will be very highly appreciated.

Sincerely yours,

Tanda Tangan Pejabat & Cap Basah Perusahaan
