**Embassy of the People’s Republic of China in the Philippines**

**1235 Acacia Street, Dasmarinas Village**

**Makati City, Metro Manila, Republic of the Philippines**

**0063-2-86885358**

Dear Sir/Madam,

I, **EMPLOYER NAME**, Philippine passport holder number **P\*\*\*\*\*,** am writing to provide a guarantee for my employee **EMPLOYEE NAME** and **EMPLOYEE NAME,** who are applying for a visa to travel to China. I will be responsible for all financial aspects of this **TRAVEL**, including travel expenses, accommodation, and any other related costs. Attached to her application are my bank documents as proof that I can shoulder all our financial needs during our incentive trip.

Below are the details of my employee:

|  |  |  |
| --- | --- | --- |
| **Name** | **Passport Number** | **Birthdate** |
|  |  |  |
|  |  |  |

Our trip will only be (number of) days, our arrival in China is on **TRAVEL DATE**, and our departure will be on **DEPARTURE DATE IN CHINA.**

I assure you that we will adhere to all laws and regulations during our stay in China. I understand the importance of ensuring that my employee has the necessary support and resources throughout this journey.

Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

EMPLOYER NAME