

# ACME

August.12, 2015

Attn: The Visa Officer

Dear Sir / Madam,

This is to certify that **Mr. APPLICANT NAME**, male, has been employed as VP, Talent Solutions at Acme Corporation. His personal info below:

Nationality

Date of Birth

Passport Number

Passport issue date

Passport expiration date

As VP, Talent Solutions at Acme Corporation, **Mr. APPLICANT NAME** will need to conduct quarterly business meetings with Beijing Acme Information Technology Co. Ltd in Beijing. With that, he is applying for the Ten (10) years multiple entries business visa. For this initial trip, he will need to be in Beijing from September 15, 2015 to September 16, 2015. The expenses incurred during this trip will be borne by Acme Corporation.

**Mr. APPLICANT NAME** will remain in the employment of LinkedIn Corporation and will receive no compensation from any source. At the conclusion of the visit, **Mr. APPLICANT NAME** will return to USA to continue employment with ACME Corporation.

On behalf of Beijing Acme Information Technology Co. Ltd, I would appreciate it if you could kindly grant a Ten (10) years multiple entries business visa to **Mr. APPLICANT NAME**.

Thank you for your kind assistance in this matter.

Best Regards,



CHINA COMPANY REP NAME

President, ACME China and Vice-President  
Beijing ACME Information Technology Co. Ltd

COMPANY ADDRESS IN CHINA