

KOP SURAT

(ENGLISH VERSION)

Taipei Economic and Trade Office in Jakarta, Indonesia
L12 & L17 Artha Graha Building
Jalan Jendral Sudirman No. Kav 54-55, Senayan
Kebayoran Baru, Senayan,
South Jakarta, 12190

Date: (Year) (Month) (Day)

Guarantee Letter

To: Visa Section,
Taipei Economic and Trade Office in Jakarta

Dear Sir/Madam,

On behalf of **[Company Name]**, I, **XXX**, Chief Executive Officer (Gender: X, Contact Number: XXXXXXXX), hereby confirm and guarantee the travel of **Mr./Ms. XXXXX (Passport No. XXXXX)**, who is one of the responsible persons in our company.

He/She intends to travel to Taiwan on (Month/Day) for the purpose of **(state reason, e.g., tourism, business visit, etc.)** and is applying for a tourist visa with a stay duration of **XX days**.

During his/her stay in Taiwan, all related expenses including accommodation, transportation, and personal costs will be fully borne by **XXXXX personally**.

We kindly request your assistance in processing the visa application accordingly.

Thank you for your kind attention and support.

Sincerely,

(Signature & Company Seal)

Chief Executive Officer

KOP SURAT

駐印尼雅加達台北經濟貿易代表處

L12 & L17 Gedung Artha Graha,
Jalan Jendral Sudirman No. Kav 54-55, Senayan,
Kebayoran Baru, Senayan,
Jakarta Selatan, 12190

年(YEAR) 月(MONTH) 日(DAY)

保證書/Guarantee Letter

致敬者：台北經濟貿易代表處 - 簽證組

本公司執行長 XXX, 性別：X, 聯絡電話號碼：XXXXXXXXXX, 將 XX 月 XX 日與 XXXXX
護照號碼：XXXXXX, 是本公司的負責人.XXXXX 前往台灣主要是(理由)

就此申請 XX 天的觀光簽證. 在本逗留期間, 所有費用將由 XXXX 本人全權負責.

雅加達, 年(YEAR) 月(MONTH) 日(DAY)

(簽字) (簽章)

執行長