# SAMPLE OF GUARANTEE LETTER

**(Letter head)**

CONSULATE GENERAL OF BELGIUM 9/F., ST.JOHN’S BUILDING,

33, GARDEN ROAD, CENTRAL,

HONG KONG.

Re: **Visa-application** Date

TO WHOM IT MAY CONCERN

Herewith the undersigned..………….….…………..………(**name of signature person**) of

………………………...............….(company name) refers to the Schengen visa-application for…….entry(ies) of ..………….………….……………………...……(**name of applicant**) born on……….………...……who intends visiting the Schengen countries for..…......(days) between………..…..........…and…………..………....for tourist/business/training purposes.

## Mr/Miss/Mrs (name of applicant) has been working as (position) for (name of company) since (date). His/her present salary is (amount) per month.

**I hereby declare that I shall be responsible for ……………....…… (name of applicant’s):**

1. **return to Hong Kong;**
2. **all travel expenses;**
3. **all costs eventual repatriation, if any;**

Yours faithfully,

………………………………………..…. Authorised signature and company’s chop

## COMPANY’S BANK ENDORSEMENT