

Date: XX XX XXXXX

The Officer in Charge

Consular & Visa Section

Consular or Embassy of Taiwan in XXXXXXXX

Dear Sir or Madam,

We are pleased to invite the below person to attend business meetings in Taipei, Taiwan, during 7Mar 2016 to 9 Mar 2016 :

Name :

Designation :

Passport No. :

Gender :

Date of Birth :

Place of Birth :

Nationality :

Date of issue :

Date of Expiry :

We would be grateful if you would issue a business visa to facilitate his entry to Taiwan for the forthcoming meetings.

Thank you for your assistance and kind consideration in granting the visa.

Yours faithfully,

**Vincent Chen**

Country President

Motorola Solutions Taiwan Ltd