**【在校】【下划线部分请根据申请人实际情况更改，打印前请将格式统一并删除本说明及所有中文】**

**Mar. 08th, 2012（开具此证明的日期）**

**Certification**

**Dear Sir or Madam:**

**Herewith we confirm that Zhang San（姓名拼音） is a student of our school. He intends to go to** [**the**](app:ds:the)[**United**](app:ds:United)[**States**](app:ds:States) **for holiday with his parents in May 2011.**

**Name: Zhang San（姓名拼音）**

**Date of Birth: 01 January 1960（出生年月）**

**Place of Birth: Nanjing, Jiangsu（出生省市）**

**Passport: G12345678（护照号码）**

**Grade and Class: Class 2, Grand 3（班级，年级）**

**All cost relating to his visit will be paid by his parents. We guarantee that he will abide by the laws and rules in your country. He will come back to China on schedule and study in our school.**

**If you have any question, please contact us at 021-12345678（签字人电话）.**

**Your kind approval of this application will be highly appreciated.**

**Yours sincerely,**

**Li Si（学校领导亲笔清晰的中文签名）**

**Company: Shanghai 123 Co., Ltd（学校英文名字）**

**Tel: 021-12345678（同正文中的学校电话，可联系到签名的领导）**

**Fax: 021-12345678（学校传真）**

**Add: No.1, Chongqing Road, Shanghai（学校地址）**