

**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