

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: ZJ Visa Certification Letter

Dear [Recipient Name],

We are pleased to certify that [Employee's Full Name], holding the position of [Employee's Position] at [Your Company Name], has been employed with us since [Start Date].

As part of the employment process, we confirm that [he/she/they] meets all necessary qualifications and will be responsible for [briefly outline job responsibilities]. This role is critical for our operations, and we believe that [Employee's Full Name]'s contributions will greatly benefit our organization.

We kindly request your assistance in processing [his/her/their] ZJ visa application promptly. If you require further information or documentation, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]