

ABC COMPANY **{company letterhead}**
123 MAIN STREET
NEW YORK, NY 10022
212-232-2112

April 10,2010 **{date}**

To Whom It May Concern: **{salutation}**

This is to confirm that John Doe **{applicants name}**, our sales representative **{job position}** will be traveling to China from April 12, 2010 until April 16, 2010 **{dates of travel}**. He will be supervising the manufacturing of toys **{purpose of trip}** for our company. All expenses will be covered by ABC Company.

Thank you,

James Adman **{Signature}**

James Adman **{person other than applicant}**

Vice President **{Title}**