会社のレターヘッド

Date：日付

To whom it may concerns,

I hereby certify that Ms. _フルネーム_____ is employed by_会社__located at 会社住所 _____ from 雇用年月日__as a _____役職_____, and her yearly income is approximately 年収 US dollars.

Should you have any inquiries, please feel free to contact with me at ____電話番号_____

Yours sincerely,

Signature： ご署名 date: 日付（月/日/年）

Print Name ローマ字でお名前

Position 役職