

## 催签信参考样本 1:

Dear sir/madam,

Here's XXXXXX who has already submitted my business visa application & docs to you, Ref No. XXXXXXXXX, date XXXXXXX.

Here's the info you need of mine:

Name:

Date of birth:

Visa type:

I am in URGENT need of this visa because I got my business trip to XXXX 国家 (flight on JAN 08th ). In terms of this top urgent case, could you pls kindly do me a favor to make my XXXX 国家 visa much faster? If I can get it within 3 days, then I can have enough time to go for visit as scheduled. It will help me a lot definitely.

I do appreciate your kind understanding and great support during your busy day!

If you have any questions, pls feel free to contact me by number xxxxxxxx.

Thank you very much!

## 催签信参考样本 2:

Dear Visa Officer:

We are xxx and xxx, and our visa Ref No. is xxxxxx, the visa type is xxx. Because we have already paid for the air-tickets and the hotels fee, so we are very concerned about our visa processing.

I am xxx. I have a Spanish visa appointment on xxx 日期. Would you please kindly let us get our visa as soon as possible so that I can have my passport for 理由? It would be grateful if we can get our visa on xxx 日期.

We appreciate your help greatly!

Best Regards.

Xxx 申请人姓名

日期

19 January 2011

客服: 400-611-2210 传真:010-59222777 网址:<http://www.ailvxing.com>

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