



CERTIFICATION LETTER
(Form to be filled up)

Date: _____

To: **Vice-President for International Affairs /
Director, Personnel Division**

I, _____, have been working
(Mr./Miss/Mrs.) (1st Name as in passport) (2nd Name in BOLD as in passport)

since _____, and is a _____ (Level ____)
(Day) (Month) (Year) (Government officer/State employee)

as _____ in the _____ under the
(Professor, Lecturer, Accountant, etc.) (Department/Division)

_____ with a total monthly salary of _____ baht.
(Faculty/Office)

I would like to request for an official certification letter for _____
(Purpose: visa, bank statement, etc.)

to _____ for the purpose of _____
(Country) (state purpose of travel if certification is for visa)

on _____
(Date)

Please attach any necessary document.

(Signature of Applicant)

Endorsed by:

(Officer-in-charge)
Personnel Division