

## Company logo

UK Company Letterhead  
Full address of UK company  
Telephone of UK company

Visa Section  
Embassy Of The Kingdom Of Saudi Arabia  
30-32 Charles Street  
London W1X 8LP

**[ENTER DATE - must be within last 2 weeks]**

Dear Visa Officer,

**[ENTER FULL NAME OF UK COMPANY]** registered in Britain under registration number **[ENTER COMPANY REGISTRATION NUMBER]** and with its activities being **[ENTER COMPANY'S ACTIVITIES]**, requests a visa to be granted for the following company's employee:

Full Name: **[ENTER FULL NAME AS IN PASSPORT]**

Passport Number: **[ENTER PASSPORT NUMBER]**

Nationality: **[ENTER NATIONALITY AS PER PASSPORT]**

Job Title: **[ENTER POSITION HELD IN COMPNAY]**

Invitation Number or Visa Number: **[ENTER INVITATION/VISA NUMBER]**

Name and Address of Host Company: **[ENTER NAME & ADDRESS OF HOST CO.]**

Start Date at Company: **[ENTER START DATE]**

Reason for Travel: **[ENTER TRAVEL REASON/PURPOSE]**

Duration of Visit: **[ENTER NUMBER OF DAYS OF STAY]**

Travel Date: **[ENTER ENTRY DATE INTO SAUDI ARABIA]**

Type of Visa Requested:  COMMERCIAL  GOVERNMENTAL  WORKING VISA

Number of Entries Requested:  SINGLE ENTRY  MULTIPLE ENTRY

Please grant a relevant visa for **[ENTER APPLICANT'S NAME]** to travel. We confirm that **[ENTER UK COMPANY NAME]** assumes responsibility for our employee during their stay in the Kingdom. Should you wish to discuss this application further, do not hesitate to contact me.

Yours faithfully,

**[SIGNATURE OF HEAD OF DEPARTMENT]**

**[ENTER SIGNEE'S TYPED NAME IN FULL]**

**[ENTER SIGNEE'S JOB TITLE]**

**[ENTER DATE]**