

Visa Section
Embassy Of The Kingdom Of Saudi Arabia
30-32 Charles Street
London W1J 5DZ

[ENTER DATE - must be within last 2weeks]

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 COMPANY]**

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

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: ☐ BUSINESS ☐ GOVERNMENTAL

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]

[ENTER SIGNED NAME IN FULL]
[ENTER SIGNED JOB TITLE]