

**Please replace all fields in red with the relevant information then print the letter using the company official letter**

Royal Embassy of Saudi Arabia  
30 Charles Street  
LONDON  
W1J 5DZ

[Date]

RE: [Number of Entries] [Visa Type] Invitation/Visa No. [Invitation/Visa No]

Dear Sir/Madam

The Company [Company Name] with the British Registration number [Registration number] and its activities [activities] requests a visa to be granted for their employee [employee Name].

Passport number is [Passport number]

Nationality : [Nationality]

Position: [Position]

Reason for the visit : [Reason for the visit]

Travelling date : [Travelling date]

Duration of stay: [Duration]

[Company Name] assumes responsibility for their employee during his stay in the Kingdom and will be financially responsible for his entire travel expenses.

Yours faithfully

[Name]

Head of HR