

UK Company headed letter

Saudi Embassy
30 Charles St, London W1J 5DZ
020 7917 3000

Date:

Dear Sir,

Our company Registered in Britain under registration number
..... and our company activities

Requests a visa to be granted for our company employee:-

Invitation number /or Visa number:

Name of the employee as in passport:.....

Passport number:.....

Nationality:.....

Job Title:.....

Reasons for Travel to Saudi:.....

Duration of visit:.....

Proposed Travel date:.....

Type of visa:- Government visa or Commercial visas or Working visit visa

Number of visits:- Single entry or multiple entries

All expenses for his travel journey will be met by our company.

Should you wish to discuss this application further please do not hesitate to contact us

Best regards

Signature

Name and job title (managerial job in the company)