**Please provide a letter from your**

**employer, on your company letter headed**

**paper using this template as a guide**

Your Company Address and contact details.

Royal Embassy of Saudi Arabia

30 Charles St

London

W1J 5DZ

Date

Dear Visa Officer,

The Company…………………………………………………with the British Company Registration number…………………………Requests a visa to be granted for their company’s employee:

Mr/Mrs. ……………………… (As shown on passport)

Passport number: ………………………. Nationality: …………………………

Job Title: ……………….. Invitation number/or visa number ………………….

Reasons for travel:

…………………………………………………………………………………………………………………………………………………

Duration of visit: ………………………. Travel date: …………/………./………..

Type of visa: Commercial ☐ Governmental ☐ Working visit ☐

Number of Visits: Single entry ☐ Multiple entry ☐

The company assumes responsibility for their employee/s during his/their stay in the Kingdom.

NB: Applicants without British passports must attach proof of residency.

Yours faithfully

- Must be stamped, dated and signed by the head of the department.

- IMPORTANT: If there is more than one applicant, an Original Hard Copy Letter is required for each applicant as each application is treated on an individual basis.

- IMPORTANT: If your employer is not UK based then please contact the Saudi Arabia Visa website.

INFORMATION CORRECT AT TIME OF GOING TO PRINT IS SUBJECT TO CHANGE WITHOUT NOTICE - APRIL 2016