

COMPANY'S LETTERHEAD

SAMPLE LETTER OF VISA REQUEST

To
His Excellency
Consulate General
Kingdom of Saudi Arabia Embassy
Via Pietro Raimondi, 14
Rome

[date]

To whom it may concern

This is to kindly request a (*visa type*) Visa for (*applicant name*), passport number ..., issued in (*place*) on (*date*) and valid until (*date*).

(*Applicant Name*) is hired/collaborates as (*job title*)* at (*Name of the Company and address*) and he will visit Kingdom of Saudi Arabia from (*date*) to (*date*) in order to (*Specify the purpose of travel**, name and address of the sponsor company*).

(*Name of Your Company*) hereby guarantees all expenses of (*Applicant name*) during his/her trip.

Thank you

Signature

(*Name and Title*)

(*Include ORIGINAL Signature and Company Stamp*)

The signatory must have authority to sign as indicated in Trade License

* NOTE: job title must be the same as the one mentioned in the invitation letter (Arab letter from MOFA).

For job titles as consultant/ technician/ manager, please indicate the business field.

(Example: Finance Consultant, Mechanical Technician, Marketing Manager... etc. etc.)

**NOTE:

Please ensure that type of Visa, Qualification and Justification of visit match.

Example: Commercial Visit Visa//Sales Manager//Commercial Meeting.

Example 2: Working Visit Visa//Technician//Machine installation.