

COMPANY'S LETTERHEAD

SAMPLE LETTER OF VISA REQUEST

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

[*date*]

Subject: *visa type and number of entries*

To whom it may concern

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

(*Applicant Name*) is hired 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 the 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,

(*Name*)
(*Include ORIGINAL Signature*)
(*Title*)

* NOTICE: job title must be as identical as in the invitation letter. For job titles as consultant/ technician/ manager, please indicate the business field.