

COMPANY'S LETTERHEAD

To Kingdom of Saudi Arabia Embassy  
Formanekgasse 38  
1190 Vienna  
Austria

[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.