The template below must be reproduced on your company letterhead and originally signed by a Proprietor, Director, Partner or Company Secretary (please ensure that the signature on the letter matches the one on the Business Visa Formal Undertaking held on our file)

Royal Embassy of Saudi Arabia

30 Charles St

London

W1J 5DZ

**(Insert date)**

Dear Visa Officer,

**(Insert name of your company)** registered in United Kingdom under registration number **(insert your company registration number)** specialising in **(enter your company’s activities here)**, requests a visa to be granted for the following company’s employee:

Name:

Passport Number:

Nationality:

Job Title:

Invitation Number/ Visa Number:

Name/Address of Host Company:

Reasons for Travel:

Duration of Visit:

Travel Date:

TYPE OF VISA REQUIRED:

Commercial (Business) 

Governmental

Working Visa 

NUMBER OF VISITS:

Single Entry 

Multiple Entry 

Please grant a relevant Visa for **(Insert name of the employee)**. We confirm that **(Insert name of the UK company)** assumes full responsibility for our employee’s visit and undertake to ensure that she / he will abide by the laws and regulations of Kingdom of Saudi Arabia

Yours faithfully,

Signed by:

Name:

Job title:

Company stamp: