

**<ON UK COMPANY LETTER HEADED PAPER WITH LOGO, ADDRESS, PHONE
NUMBER>**

Royal Embassy of Saudi Arabia
30 Charles Street, London W1J 5DZ

<DATE>

Dear Sir / Madam,

The company, **(Name of the company)** is registered in **(name of registered city, UK)** under registration number **1234567890**. The company is mainly involved in **(some information about the nature of business)** and requests a visa to be granted for their company employee.

Full name of the applicant: (as in the passport)

Nationality:

Passport number:

Passport issue date / Expiry date: DD/MM/YYYY / DD/MM/YYYY

Job Title:

Organization to be visited: (Full address)

Validity requested:

Number of entries: Single / multiple

Duration of visit: 5 days / 10 days

Invitation number: (as stated on the visa authorization)

Please grant the relevant visa for **(name of the applicant)** to travel. We confirm that **he/she** will be in receipt of a return ticket. **He / she** will be covered by our company insurance policy and all expenses for **his/her** journey will be met by **(name of the UK Company)**.

Should you wish to discuss this application any further, please do not hesitate to contact me.

Sincerely yours,

<Signature of the signatory>

<Name of the signatory>

<Designation of the Signatory>

<Company stamp / seal>