

# COMPANY'S LETTERHEAD

## SAMPLE LETTER OF VISA REQUEST

To  
His Excellency  
Head of the Consular Section  
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.)**