

**<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/YYY / 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>