

Please provide a letter from your employer, on your company letter headed paper using this template as a guide

Your company Address
Your Company Address
Your Company Address
Your Company Address

Royal Embassy of Saudi Arabia
30 Charles St
London
W1J 5DZ

Date

Dear Visa Officer,

The content of the letter should contain:

- The full name and job title of the applicant
- Passport details of the applicant (number, issue and expiry date)
- The purposes of the trip (e.g. business meetings)
- Details of the company you are visiting
- Your intended travel dates
- A statement mentioning that your trip will be covered financially by your company
- **IMPORTANT:** Please ensure that the letter is the Original Hard Copy.
- **IMPORTANT:** If there is more than one applicant, an Original Hard Copy Letter is required for each applicant as each application is treated on an individual basis.
- **IMPORTANT:** If your employer is not UK based then please email or contact us to discuss.

Yours faithfully

Name and Position of Signatory – must be managerial job title