

Template Letter of introduction for British company

Employees in order to grant governmental visas,

Commercial visas or working visit visas in the Kingdom.

The company's original headed paper, stamped, dated and signed by the head of department in accordance with the following:

The companyregistered in Britain under registration number.....

And its activities.....requests a visa to be granted for their companies' employee:

- **Name of the employee on passport**
- **Passport Number**
- **Nationality**
- **Job title**
- **Start date at company**
- **Name of the host company in Saudi Arabia and its address**
- **Reason for travel**
- **Duration of visit**
- **Travel date**
- **Type of visa**
- **Number of visits single entry multiple entry**

The company assumes the responsibility of the employee/s during his/her stay in the Kingdom.

NB:

Applicants without British passports must attach proof of residency.