

## **Template Letter of introduction for British company**

### **Visa Section**

**The Royal Embassy of Saudi Arabia  
30-32 Charles Street  
London W1J 5DZ**

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

**The company .....registered 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.**