

Company name & information (including phone#,fax,email, address)

The Royal Consulate of the Kingdom of Saudi Arabia

2041 Sawtelle Boulevard

Los Angeles, CA 90025

Attention: Visa Section

Subject: How many entry and type of visa requested

Dear Sir,

Company name and address, kindly request the issuance of Saudi Arabia (tel phone#) of a multiple, single entry type of visa to your name Born on DOB Mr. or Mrs. Works for company name as a position. Company name is located at address here in USA. Mr. or Mrs. will arrive in the Kingdom of Saudi Arabia on date of entry. The purpose of his/her visit is explained.

Company here confirms that Mr. or Mrs. Name will be staying in the Kingdom under our sponsorship and responsibility and that w guarantee compliance of the laws of the Kingdom of Saudi Arabia.

This letter will serve as our guarantee that Mr. or Mrs. Name will have sufficient funds to sustain him or herself, housing accommodations and return passage to United States. This will also serve as our guarantee repatriate Mr. or Mrs. Name should this become necessary.

We sincerely appreciate your consideration and assistance in issuing the requested type of visa

With Regards,

Sign

Title