

SAMPLE

(ON COMPANY LETTER HEAD)
HAVE THE LETTER PREPARED AS FOLLOWS:
TO THE EMBASSY OF SAUDI ARABIA
CONSULAR SECTION
201 SUSSEX Drive OTTAWA, ON K1N 1K6

DATE:

THIS LETTER IS TO PRESENT MR. (NAME) OF (NAME OF INDIVIDUAL OR COMPANY & DESCRIPTION OF THE KIND OF BUSINESS THE PURPOSE OF THE TRIP IN DETAIL).

ALL RELEVANT INFORMATION PERTAINING TO THIS VIVIT AS FOLLOWS:

APPLICANT NAME:
RELIGION:
OCCUPATION:
NATIONALITY:
PASSPORT #:
DATE OF ISSUE:
PURPOSE OF THE TRIP:
LENGTH OF STAY:
NUMBER OF ENTRIES:
NAME OF SAUDI COMPANY:

WE KINDLY ASK YOU TO GRANT MR. (NAME) A BUSINESS VISA FOR ABOVE MENTIONED PURPOSE.

THANK YOU

NAME:
TITLE:
SIGNATURE: