

UK Business Letter (Template)

This letter should be stamped and signed by the head of department.

LOGO
Company's headed paper
Address of UK company
Telephone of UK company

Visa Section
The Royal Embassy of Saudi Arabia
30-32 Charles Street
London W1J 5DZ
[enter date]

Dear Visa Officer,

[Full name of your company] registered in Britain under registration number [enter company registration number] and with the activities of [enter company activities], requests a visa to be granted for the following company's employee:

Full name: [enter full name as in passport]
Nationality: [enter nationality]
Passport number: [enter passport number]
Passport issue/expiry date: [enter dates]
Job title: [enter position held in company]
Organisation to be visited: [enter inviting company name and address if known]
Reason of travel: [enter travel reason/purpose]
Duration of visit: [enter number of dates of stay]
Validity requested: [enter length of visa required]
Invitation number or Visa number: [enter invitation/visa number]
Travel date: [enter entry date into Saudi Arabia]

Please grant a relevant visa for [enter applicant's name] to travel.
We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy,
and all expenses for his/her journey will be met by [enter company name].

Should you wish to discuss this application further, do not hesitate to contact me.

Yours faithfully,

[signature]

[enter signee's typed name in full]
[enter signee's position in company]