**Business Introduction Letter**

**Please provide a letter from your employer on your company letter headed paper. To be signed by the proprietor Director, Partner or Company Secretary.**

Royal Embassy of Saudi Arabia

30 Charles St

London

W1J 5DZ

Date:

Dear Visa Officer,

**(Insert name of UK company)** registered in Britain under Registration number **(insert company registration number)** and with its activities being **(insert company’s activities)**, requests a visa to be granted for the following company’s employee:

Name: (As shown on passport)

Passport number: (As shown on passport)

Nationality: (As shown on passport)

Job Title:

Invitation number/or visa number:

Name and address of host company:

Reasons for travel:

Duration of visit:

Travel date: (enter entry date in to Saudi Arabia)

Type of visa required: Commercial (Business) ☐ Governmental ☐ Working visit ☐

Number of visits: Single entry ☐ Multiple entry ☐

We confirm that **(insert name of UK company)** assumes full responsibility for our employee’s visit and undertake to ensure that **she/he** will abide by the laws and regulations of Kingdom of Saudi Arabia

Please grant a relevant Visa for **(insert name of the employee).**

Yours faithfully,

Signed by:

Name:

Job title:

Company stamp: