Date:

To,

The Visa Officer

Royal Embassy of Saudi Arabia

Delhi

Subject: Request for a Business Visa

Dear Sir / Madam,

_____(Brief Company profile)

This is to introduce _____(Applicant's Name, Designation) bearing passport number,_____ is a bonafide employee of our company, _____ (name of company).

He is travelling to Saudi Arabia for a period of _____ (duration of travel) on a Business trip (Mention the purpose of travel in brief).

During this trip, all expenses pertaining to his travel would be borne by the company.

Please find the visa application form duly filled and signed along with the valid passport, Photographs and the relevant documents for your perusal.

Kindly consider the application and grant necessary visa.

Thanking You,

_____ (Name & Signature of authorized Signatory)

_____ (Designation)

_____ (Company Name along with stamp / seal Contact Details)