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Date: **[Letter Date]**

Att:

e-Visa Department
Bahrain immigration

Subject: Visa Arrangement Request

This is to inform you that Mr.\Ms. **[Passenger Name, Nationality]** holding passport no. **[Passport Number]** will be touring Bahrain for **[Purpose of visit]** from **[Arriving Date]** to **[Departing Date]**, and we like to inform you that we take full responsibility of the arriving passenger as per the above details, and we assure that **he\she\they** will leave the country before the visa expiry date, and for any reason what so ever during their visit if any charges or penalties applies we shall be responsible to pay the dues.

Therefore we request you to arrange visa for **his\her\their** stay in Bahrain, and we will acknowledge you upon their departure.

Thanks & Regards,

Sincerely Yours,

Contact Details

Authorized Management

Sign & Stamp