***On the company´s letterhead.***

**Embassy of Saudi Arabia**

**Avenue Franklin Roosevelt 45**

**1050 Brussels**

**Date:**

**Dear Sir,**

We hereby kindly ask you to issue entry visa for Mr/Ms/Mrs [name], [nationality], [passport number].

Mr/Ms/Mrs [name] who is employed by our company in the position of [position]

During his/hers stay in Saudi Arabia Mr/Ms/Mrs [name] will attend business contacts/ or working visit/ with [Name of company you are visiting in Saudi Arabia]

Our company will take full responsibility for Mr/Ms/Mrs [name] during his stay in Saudi Arabia.

***Company STAMP****.*

[name]

[position]

[signature]

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