

**EXAMPLE OF A “COMPANY LETTER OF GUARANTEE
FOR SAUDI ARABIA BUSINESS VISA**

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTER HEAD

EMBASSY OF SAUDI ARABIA

DATE:

THIS LETTER IS TO PRESENT MR ----- (NAME OF APPLICANT) -----
OF----- (NAME OF COMPANY)-----AND THE DESCRIPTION OF THE
KIND OF BUSINESS AND THE PURPOSE OF THE TRIP IN DETAILS.

ALL RELEVANT INFORMATION PERTAINING TO THIS VISIT ARE AS
FOLLOWS:

NAME OF THE APPLICANT:

NATIONALITY:

PASSPORT NUMBER:

TITLE: **MUST MATCH THE SAME TITLE AS THE LETTER OF INVITATION**

NAME OF SAUDI COMPANY:

LENGTH OF STAY:

PURPOSE OF THE TRIP: **PLEASE EXPLAIN IN DETAILS THE REASON FOR
YOUR TRIP**

(COMPANY NAME) WILL GUARANTEE MR. -----
MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS WELFARE WHILE IN
YOUR COUNTRY. MR. -----IS IN POSSESSION OF SUFFICIENT
FUNDS FOR HIS STAY IN YOUR COUNTRY AND HE HAS AN AIRLINE
TICKET TO RETURN TO THE USA.

WE KINDLY ASK YOU TO GRANT MR----- A BUSINESS VISA FOR
THE ABOVE MENTIONED PURPOSE.

TRULY YOURS

NAME:

TITLE:

SIGNATURE: