

US COMPANY LETTER HEAD

**CONSULATE OF SAUDI ARABIA
HOUSTON, TEXAS 77057**

DATE:

THIS LETTER IS TO PRESENT MR. _____, (TITLE) FOR (Name of the US Company) WHO IS GOING TO BE VISITING SAUDI ARABIA ON A _____ TO MEET WITH (Name of the Saudi Company

ALL RELEVANT INFORMATION PERTAINING TO THIS VISIT ARE AS FOLLOWS:

NAME OF THE APPLICANT: _____

JOB TITLE: _____

NATIONALITY: _____

NAME OF SAUDI COMPANY: _____

LENGTH OF STAY: _____

PURPOSE OF THE TRIP: _____

(US Company) 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 VISIT VISA FOR THE ABOVE MENTIONED PURPOSE.

TRULY YOURS,