

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

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTER HEAD

**CONSULATE DIRECTOR OF SAUDI ARABIA
5718 WESTHEIMER SUITE # 1500
HOUSTON, TX 77057**

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:
DATE OF ISSUE:
TITLE: MUST MATCH THE SAME TITLE AS THE LETTER OF INVITATION
NAME OF SAUDI COMPANY:
LENGTH OF STAY:
PURPOSE OF THE 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 WORKING VISIT VISA
FOR THE ABOVE MENTIONED PURPOSE.

Truly Yours

Name:
TITLE:
SIGNATURE: