**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 POSSESION 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:

SEAL OF THE COMPANY