

(TEMPLATE –VISA APPLICATION LETTER FOR SAUDI ARABIA)

Typed original to be submitted on company letterhead with full coordinates.

If there is no letter of waiver on file, this document must be notarized and accompanied by a copy of your organization's business registration with the federal or provincial government, along with confirmation of current business operations, such as annual business license renewal, or equivalent.

Embassy of Saudi Arabia
Consular Section
201 Sussex Drive
Ottawa, Ontario K1N 1K6
Canada

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

- Name of applicant
- Nationality
- Passport #
- Date of issue of passport
- Expiry date
- Place of birth
- Date of birth
- Religion
- Occupation
- Name of inviting company
- Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

.....
Authorized Signature

Date

.....
Print Name/Title

On the _____ day of _____, 20____, the signatory has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents;
- acknowledged that he/she executed the same in his/her authorized capacity; and
- sworn before me as to the accuracy of information contained in the document referenced above.

Authorized Trade Association

Red Deer & District Chamber of Commerce
3017 Gaetz Avenue
Red Deer, AB T4N 5Y6 CANADA

This is to confirm that, upon review of documents submitted to us by **(company name)**, and to the best of our knowledge and belief, that the above-named organization is registered as a Canadian enterprise.

.....
Notary Public/Lawyer

Date

.....
Authorized Signature

Date

.....
Print Name

Seal

.....
Print Name

Seal

For info on Visa requirements, go to

<http://embassies.mofa.gov.sa/sites/canada/EN/Pages/default.aspx>