

**( TEMPLATE )**

***Pls put on the letter head of the company***

*Original typewritten letter is to be submitted to the Chamber of commerce on company letterhead (with full coordinates), once it has been duly signed by an authorized representative.  
the letter must be accompanied by a copy of proof of registration of the company in Canada*

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 Saudi 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

Stamp and signature of chamber of  
commerce