

## Sample Guarantee Letter

Embassy of the Kingdom of Saudi Arabia  
Visa Section  
Koninginnegracht 26  
2514 AB The Hague

[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to Saudi Arabia for business discussions:

Full name: [enter name as in passport]

Nationality: [enter nationality]

Date of Birth: [enter date of birth]

Passport number: [enter passport number]

Passport Issue date: [enter passport issue date]

Passport Expiry date: [enter passport expiry date]

Job Title: [enter position in company]

Duration of employment: [enter duration, in years of your employment with current employer]

Working experience: [enter number of years of working experience]

Organization to be visited: [enter inviting company name and address]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Entry date: [enter entry date]

Exit date: [enter exit date]

Please grant the relevant visa for [enter applicant's name] to travel. We confirm that *he/she* will be in receipt of a return ticket, *he/she* is covered by our company insurance policy. All expenses for *his/her* journey will be met by [enter company name]. Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee's name and job title]