

Dispatch Letter

Date:

To: Visa Section, Saudi Arabia Embassy, China

Dear Visa Officer,

This is to certify that (Applicant's name on Passport), employee of (Full name in English of Dispatch company in China), will visit the Saudi Arabia for business from (Intended arrival date in Saudi Arabia) to (Intended exit date of Saudi Arabia).

The purpose of this visit is (Detailed business travel purpose , simply business travel is not accepted). Mr./Ms. (Applicant's name on Passport) will meet (Full name of the Inviting Company in Saudi Arabia and the name of one local contactor). During the visit, all the expenses of this trip will be covered by (the party of whom will cover the full expenses).

The personal information of the dispatched employee is as follows:

Name: _____

Gender: _____

Date of Birth: _____

Passport No.: _____

Position: (must be the same as it on invitation letter) Annual Income: _____

Start date of Employment: _____

For further enquiries, please free to contact us.

Sincerely,

Print Name:

Signature:

Tel:

Fax:

Name of the Employer:

Address of the Employer:

Official Stamp: