

## **Company Letterhead**

Date: 2th October 2008

**Head of Consular ( Visa Section )**  
**The Royal Embassy of Saudia Arabia**  
163 Penang Road  
#03-02/03, Winsland House II  
Singapore 238463

Dear Sir,

### **APPLICATION OF VISIT VISA**

We are seeking your kind assistance with the visa application of the following person. This is to facilitate his departure to discuss business matters with our counterpart in Saudi Arabia, (Name of Saudi Company).

He will be in Saudi Arabia for a period of (number of days). Our company will be responsible for his stay and maintenance in Saudi Arabia and his repatriation.

Details of applicant are as follows:

Mr Muhammad Abdullah	Singapore Passport No: S1234567Z
Designation:	Sales Manager
Departure Singapore Date:	12 October 2008
Flight Details:	SQ 455

We hope that you would be able to extend your kind help in this matter.

Thank you.

Yours faithfully,  
**ABC Pte Ltd**

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Signature and Name of Authorised Company Representative