(official company letter)

Embassy of Kingdom of Saudi Arabia

Kirchenfeldstrasse 64

3005 Bern

**To the embassy of Kingdom of Saudi Arabia**

This is to certify that Mr. Name Surname, from Nationality, born on Date of Birth, is employed by Company Name since Date

His contract of employment has been signed for an indefinite time.

In his position as Description, he has to travel within Kingdom of Saudi Arabia to visit Client’s Company Name for serveral meetings. We therefore kindly ask you to issue a multiple entry visa from approx from Date to Date for Mr. Name Surname. This will allow a higher flexibility in his business trip planning.

Please find below the details

Passport number:

Date of issue passport:

Date of end of passport:

Purpose of journey:

Name of organization to be visited:

Contact Person:

Please be also informed that the employer grants fully sponsorship for all costs. We also confirm that Mr. Name Surname, has unlimited medical insurance that covers transportation and rescue in case of accident or illness.

Yous sincerely

Company’s name

Signature

Stamp