Dispatch Letter

Date:

To：Visa Section, Consulate General of Saudi Arabia in China

Dear Visa Officer,

This is to certify that , employee of , will visit the Saudi Arabia for business from to . The purpose of this visit is . Mr./Ms. will meet during the visit. All the expenses of this trip will be covered by .

The personal information of the dispatched employee is as follows:

|  |  |
| --- | --- |
| Name: | Gender: |
| Date of Birth: | Passport No.: |
| Position: | Annual Income: |
| Start date of Employment: | Phone Number: |

For further enquiries, please free to contact us.

Sincerely,

Print Name:

Signature:

Tel:

Fax:

Name of the Employer:

Address of the Employer:

Official Stamp: