单位抬头纸（包括单位名称、地址、电话、传真、logo）

**Dispatch Letter**

Date:

To: Visa Section, Saudi Arabia Embassy, 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further enquiries,please feel free to contact us.

Sincerely,

Print Name:（公司负责人打印姓名）

Signature:（手签名）

Tel:--

Fax:--

Name of the Employer:（公司英文名称）

Address of the Employer:（公司地址）

Official Stamp:（公司公章）