**BUSINESS COVER LETTER**

**(Company letter of Guarantee)**

**\*Sample only\***

**CONSULATE DIRECTOR OF SAUDI ARABIA**

**5718 WESTHEIMER SUITE # 1500**

**HOUSTON, TX 77057**

**DATE:**

THIS LETTER IS TO PRESENT MR ------------- (NAME OF APPLICANT) ----------- OF-----------( NAME OF COMPANY)----------AND THE DESCRIPTION OF THE KIND OF BUSINESS AND THE PURPOSE OF THE TRIP IN DETAILS.

ALL RELEVANT INFORMATION PERTAINING TO THIS VISIT ARE AS FOLLOWS:

NAME OF THE APPLICANT:

NATIONALITY:

PASSPORT NUMBER:

DATE OF ISSUE:

TITLE: MUST MATCH THE SAME TITLE AS THE LETTER OF INVITATION

NAME OF SAUDI COMPANY:

LENGTH OF STAY:

PURPOSE OF THE TRIP:

(COMPANY NAME) WILL GUARANTEE MR. ---------------------------MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS WELFARE WHILE IN YOUR COUNTRY. MR. ---------------------------IS IN POSSESION OF SUFFICIENT FUNDS FOR HIS STAY IN YOUR COUNTRY AND HE HAS AN AIRLINE TICKET TO RETURN TO THE USA.

WE KINDLY REQUEST TO GRANT MR------------------- A BUSINESS VISA FOR THE ABOVE MENTIONED PURPOSE.

SINCERELY

Name:

TITLE:

SIGNATURE:

SEAL OF THE COMPANY