



**Explanation:**

Company letterhead paper from the sending party including:

- full name and address of the sending company
- fax and phone number of the sending company

The Introduction Letter has to be addressed to the relevant consulate in Germany. Please check the relevant consulate under: <https://dvkg.de/en/countries/information/new>.

**Example with comments:**

**To**

Kingdom of Saudi Arabia Embassy  
Tiergartenstr. 33-34 10785 Berlin

**Or**

Kingdom of Saudi Arabia Consulate  
Friedrich-Ebert-Anlage 49, 20.Etage  
Messeeturm, 60308 Frankfurt am Main

[date]

Subject: *visa type and number of entries*

To whom it may concern

This is to kindly request a [*visa type and number of entries*] for [*applicant name*], passport number [*passport number*], issued in [*place*] on [*date*] and valid until [*date*].

[*Applicant Name*] is hired as [*job title*]\* at [*Name of the Company and address*] and he will visit the Kingdom of Saudi Arabia from [*date*] to [*date*] in order to [*specify the purpose of the travel, name and address of the sponsor company*].

[*Name of Your Company*] hereby guarantees all expenses of [*Applicant name*] during his/her trip. Please do not hesitate to contact me in case of any questions.

Best regards

[*Name*]

[*Include ORIGINAL Signature*]

[*Title*]

[*Stamp of Your company*]

\* NOTICE: job title must be as identical as in the invitation letter. For job titles as consultant/ technician/ manager, please indicate the business field.