

Subject: _____

To whom it may concern

This is to kindly request a _____
for _____
, passport number _____ issued in _____
on _____ and valid until _____.

_____ is hired as _____ at
_____ and he will
visit the Kingdom of Saudi Arabia from _____ to _____ in
order to _____.

_____ hereby guarantees all expenses of _____
during his/her trip. Please do not hesitate to contact me in case of any questions.

Best regards
