

**(TEMPLATE –VISA APPLICATION LETTER FOR SAUDI ARABIA)**

*Original typewritten letter is to be submitted to the Canadian Chamber on company letterhead (with full coordinates), once it has been duly signed by an authorized representative.*

*If no letter of waiver on file, the letter must be notarized and accompanied by a copy of proof of registration in Canada (with validity period) – either with the federal or provincial government (if not submitted prior).*

Embassy of Saudi Arabia  
Consular Section  
201 Sussex Drive  
Ottawa, Ontario K1N 1K6  
Canada

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

- Name of applicant
- Nationality
- Passport #
- Date of issue of passport
- Expiry date
- Place of birth
- Date of birth
- Religion
- Occupation
- Name of inviting company
- Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

.....  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Print Name/Title \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the signatory has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents;
- acknowledged that he/she executed the same in his/her authorized capacity; and
- sworn before me as to the accuracy of information contained in the document referenced above.

Signature & seal of Notary or Lawyer  
if CCC does not have a letter of waiver on file.

.....  
Notary Public/Lawyer \_\_\_\_\_ Date \_\_\_\_\_

.....  
Print Name \_\_\_\_\_ Seal \_\_\_\_\_

Authorized Trade Association

**The Canadian Chamber of Commerce**  
360 Albert Street, Suite 420  
OTTAWA, Ontario K1R 7X7 CANADA

This is to confirm that, upon review of documents submitted to us by **(company name)**, and to the best of our knowledge and belief, that the above-named organization is registered as a Canadian enterprise.

.....  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Print Name \_\_\_\_\_ Seal \_\_\_\_\_

For info on Visa requirements, go to <http://embassies.mofa.gov.sa/sites/canada/EN/Pages/default.aspx>