

**[Your Company name/letterhead]**

**[Street Address]**

**[Town, County Postal Code]**

**[Date]**

**[Your local Saudi Consulate]**

**[Street Address]**

**[Town, County Postal Code]**

Dear **[Recipient Name]**:

Please accept this letter as confirmation that (applicant's name) will be visiting Saudi Arabia for a series of business meetings on behalf of (your Company name) and will, in particular, be attending the KSA Economic Cities Business Forum, due to be held in Riyadh on 18<sup>th</sup> and 19<sup>th</sup> September 2010.

Yours faithfully,

**[Director's name]**

**[Title]**