单位抬头纸（包括单位名称、地址、电话、传真、logo）

**派遣信**

日期：

致：沙特阿拉伯王国驻华大使馆签证处

尊敬的签证官，

我单位员工\_\_\_\_\_\_\_\_\_\_\_\_\_\_，将于\_\_\_\_\_\_\_\_\_\_\_至\_\_\_\_\_\_\_\_\_\_\_期间赴沙特阿拉伯因公出差，出访的目的为\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。出访期间，\_\_\_\_\_\_\_\_\_\_\_\_将与\_\_\_\_\_\_\_\_\_\_\_\_进行会面。此次出访的全部费用由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_承担。

我单位派遣出差的员工信息如下：

姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 性别：\_\_\_\_\_

出生日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 护照号：\_\_\_\_\_\_\_\_\_\_\_\_

单位职务：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 年收入：\_\_\_\_\_\_\_\_\_\_\_\_

工作开始日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

如有任何疑问，请联系我们。

签字人姓名（拼音）：

签字人签名：

电话：

传真：

单位名称：

单位地址：

单位公章：

单位抬头纸（包括单位名称、地址、电话、传真、logo）

**Dispatch Letter**

Date：

To：Visa Section, Saudi Arabia Embassy, China

Dear Visa Officer,

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will visit the Saudi Arabia for business from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.The purpose of this visit is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_will meet \_\_\_\_\_\_\_\_\_\_ during the visit. All the expenses of this trip will be covered by \_\_\_\_\_\_\_\_\_\_\_.

The personal information of the dispatched employee is as follows:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Income: \_\_\_\_\_\_\_\_\_\_\_\_

Start date of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further enquiries, please feel free to contact us.

Sincerely,

Print Name:

Signature:

Tel:

Fax:

Name of the Employer:

Address of the Employer:

Offcial Stamp: