

THIS LETTER MUST BE ON YOUR COMPANY LETTER HEAD

Date: (enter date)

Consulate-General of the Kingdom of Saudi Arabia, Auckland
Level 13, HSBC Building,
1 Queen Street,
Auckland New
Zealand

ATTN: Visa and Legalization Section

Dear Sir,

Please find enclosed (*number of Sets*) sets of documents and (*reference number for the documents*) that require legalization by the Consulate of Saudi Arabia in order for our client (*Company name overseas and which country the document is required for*).

Specify the name of documents (eg, Certificate of Origin, Commercial invoice etc...)

Thank you for your assistance and should you have any queries regarding the above please do not hesitate to contact us.

Please change the info in blue between brackets