

THIS LETTER MUST BE ON YOUR COMPANY LETTER HEAD

Date: (enter date)

Royal Embassy of Saudi Arabia

38 Guilfoyle Street

Yarralumla ACT 2600

ATTN: Consular Section

Please find enclosed (number of) sets of documents and (reference number for the documents) that require legalisation by The Royal Embassy of Saudi Arabia in order for our client (Company name & address in Saudi Arabia) (reason the document is required to be authenticated).

Specify the name of documents (e.g., Certificate of Origin, Commercial invoice, Power of attorney etc...)

If you have any query, please do not hesitate to contact us.

Thank you for your assistance.

(Signature)

(Name)

(Position)

(Company Name)