

[SAMPLE]

[Company Letter Head]

※Name of the practitioner and contact number must be included !!

INVITATION LETTER

Date : JAN. 1, 2014
Company Ref No : XXXXXXXX

To : The Consular Section

Embassy of the Republic of Korea

P.O. Box 94399, Riyadh 11693, Saudi Arabia

I, the undersigned, as the representative of [Company Name] hereby certify that the following person has been invited to [Company Name] of the Republic of Korea to [Purpose of the visit]

No.	Full Name	Sex	Date of Birth	Nationality	Passport No.
1					
2					

Period of stay in Korea : From [JAN. 3, 2014]~ to [JAN. 13, 2014]

Accommodation: [Hotel name & Address] or

[Company Name] will provide accommodation for the invitee with all other related expenses.

[Guarantee sentence] [Company Name] guarantees that the invitee(s) will not violate the existing domestic law of the Republic of Korea, will observe the rules and customs of Korea and will leave Republic of Korea upon expiry of the visit visa.

Sincerely yours,

[Signature of Representative]

[Representative Name]

Seal of KCCI(the Korea Chamber of Commerce & Industry) or
Notarized by authorized lawyer office in Korea is mandatory
(※ Every page must be stamped !!)