

SAMPLE LETTER

(DATE)

Your (Name, Office and Phone number)

MEMORANDUM THRU IMMEDIATE SUPERVISOR

DIVISION/DIRECTORATE CHIEF

CHIEF OF STAFF

FOR MISSION RELATIONS

SUBJECT: Request for Non-Command Sponsored Visit

1. Request permission to bring the following family member(s), as defined in para 4(a) of USMTM Regulation 600-2, to Saudi Arabia for a visit.

a. NAME/RELATION: (full name of each family member as shown in the passport and relationship to sponsor).

b. DATE (S) OF BIRTH:

c. NATIONALITY:

d. RELIGION:

e. DATES OF VISIT:

f. VISA(S) TO BE RECEIVED AT: (Indicate city and state/country of nearest Saudi Arabian Embassy/Consulate).

g. ACADEMIC LEVEL OF SPONSOR: (College, Junior College, or High School).

2. I have read USMTM Regulation 600-2 and fully understand my sponsorship responsibilities as outlined in this regulation.

3. I authorize the Director, Mission Relations, or his designated representative, to submit on my behalf the request for visitor visa for the above-mentioned individual(s) to the visa issuing office of the Saudi Ministry of Interior and follow up the process through the Ministry of Foreign Affairs. I further authorize them to sign on my behalf wherever needed on the Arabic forms to accomplish this action.

4. I will present the passports of those I sponsor to Mission Relations upon their arrival.

5. I will notify USMTM Finance Office within 24 hours after their arrival and within 24 hours after their departure.
6. I agree to ensure that my visitor receives a force protection briefing within 48 hours after arriving in Saudi Arabia.
7. I understand that our bilateral agreement with the Saudi government does not afford any SOFA-like protections to dependents of USMTM personnel.
8. I have attached a copy of the information required by USMTM Regulation 600-2.
9. I will brief my visitors about Saudi customs, including appropriate apparel and behavior, prior to their arrival in Saudi Arabia.

SIGNATURE BLOCK
OF SPONSOR

ENCLOSURES

1. Sponsor's Passport Information
2. Sponsor's MEEV Information
3. Sponsor/Visitor Information Sheet
4. Birth/Marriage Certificates as Required

CC: USMTM-FAO (upon approval)