(Date)

The Royal Embassy of Saudi Arabia,

Consulate General,

Visa Section,

Washington DC

Dear Sir/Madam;

I, (Your Name as it appears in your passport), am requesting that you cancel my current, valid Saudi (Type of Visa, business, tourist, family visit, etc...) visa because I am applying for a Saudi (Type of Visa being applied for).  If you have any questions, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

(Signature)

(Print your name)

(email address)

(telephone number)