

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Address of the Consulate/Embassy]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Letter of Intent for Visa Application

I am writing to express my intention to apply for a [specific type of visa] to [country] for the purpose of [brief explanation of purpose, e.g., study, work, tourism]. My planned dates of travel are from [start date] to [end date].

I am currently [your current status, e.g., a student at XYZ University, employed at ABC Company]. During my stay in [country], I intend to [explain your plans in detail, e.g., attend classes, participate in an internship, explore cultural sites].

I have attached the necessary documents to support my application, including [list any relevant documents, e.g., financial statements, acceptance letters, itinerary]. I assure you that I will abide by all laws and regulations of [country] during my visit.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]