

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

Dear Sir/Madam,

I am writing to apply for a tourist visa to [Country Name] for the period from [start date] to [end date]. I plan to visit [specific places you intend to visit] and experience the local culture and attractions.

I am currently employed at [Your Company/Organization] as a [Your Job Title], and I have attached my employment verification letter along with my recent pay stubs to demonstrate my financial stability and ties to my home country. My travel itinerary includes [brief overview of your planned activities].

I assure you that I have sufficient funds to cover my expenses during my stay, as evidenced by the bank statements included in my application. I also intend to abide by the laws of [Country Name] and return to [Your Home Country] upon the completion of my visit.

Thank you for considering my application. I look forward to the opportunity to explore [Country Name] and will comply with all visa requirements.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]