

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

Dear [Consul General/Consular Officer's Name],

Subject: Application for Long-Stay Visa

I am writing to formally apply for a long-stay visa to [Country Name] for the purpose of [state reason, e.g., work, study, family reunion, etc.].

I intend to stay in [Country Name] for [duration of stay], beginning from [start date] to [end date]. During this period, I plan to [briefly explain your plans or activities].

Enclosed with this letter are the required documents supporting my application:

- Completed visa application form
- Valid passport (with copies)
- Recent passport-sized photographs
- Proof of accommodation in [Country Name]
- Financial proof of [state source]
- [Any other documents, e.g., invitation letter, acceptance letter, etc.]

I appreciate your consideration of my application, and I am looking forward to the opportunity to contribute to [Country Name] during my stay. Please do not hesitate to contact me if you need any further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]