

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Application for Multiple-Entry Visa

Dear Sir/Madam,

I am writing to formally request a multiple-entry visa to [Country Name] for the purpose of [brief explanation of the purpose, e.g., business, tourism, visiting family]. I intend to travel to [Country] on [specific dates or range of dates] and may require additional entries for future visits.

Please find attached the required documents, including:

1. A completed visa application form
2. A valid passport
3. Recent passport-sized photographs
4. Proof of accommodation
5. Travel itinerary
6. Financial statements
7. Any additional forms required by your office

I assure you that I will comply with the rules and regulations during my visits to [Country Name]. I appreciate your attention to my application and look forward to your positive response.

Thank you for considering my request.

Sincerely,

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