

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: Visiting Visa Application

Dear Sir/Madam,

I am writing to formally apply for a visiting visa to [Country]. I plan to visit from [Start Date] to [End Date] for the purpose of [briefly state the purpose of your visit, e.g., tourism, visiting family, attending a conference, etc.].

During my stay, I will be residing at [Address of Accommodation] and will be [mention any planned activities or places you intend to visit].

I have attached the following documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary
5. Proof of accommodation
6. Financial statements/proof of funds

I assure you that I will return to [Your Country] before the expiration of my visa. Thank you for considering my application. I look forward to a positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]