

[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 Transit Visa

Dear Sir/Madam,

I am writing to apply for a transit visa to [Country] as I will be traveling to [Final Destination] on [Travel Date]. My itinerary includes a layover in [Country] for [Duration of Layover].

I have attached the necessary documents, including my flight itinerary, passport copy, and proof of onward travel. Please let me know if you require any additional information.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]