

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

The Consular Section

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

Subject: Visa Application for Family Visit

Dear Sir/Madam,

I am writing to apply for a [Type of Visa] visa for [family member's name] to visit me in [Country Name] from [start date] to [end date].

I am a [your nationality] citizen residing in [City, Country], and I am currently [your occupation/status]. The purpose of this visit is to [explain the reason for the visit, e.g., family reunion, special occasion, etc.].

[Optional: provide additional details about your relationship with the visitor and the planned activities during their stay].

I will ensure that [family member's name] has adequate financial support, accommodation, and will adhere to all local laws during their visit.

Please find attached the necessary documents to support this application:

1. Copy of my passport and residence permit
2. Proof of financial means (e.g., bank statements)
3. Invitation letter
4. [Any other relevant documents]

Thank you for considering this application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Applicant]