

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

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

Subject: Visa Application for [Type of Visa]

Dear Sir/Madam,

I am writing to formally apply for a [Type of Visa] visa to [Country] for the purpose of [briefly explain the purpose of your visit, e.g., tourism, business, study]. I plan to travel from [Start Date] to [End Date].

I have attached the required documents, which include:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Bank statements
6. [Any other supporting documents relevant to your application]

I assure you that I will abide by the rules and regulations of [Country] during my stay. Please let me know if any additional information is required.

Thank you for considering my application.

Sincerely,

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