

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

Dear Sir/Madam,

Subject: Visa Request for [Purpose of Visit]

I am writing to formally request a [type of visa] for my upcoming trip to Bangladesh scheduled for [dates of travel].

The purpose of my visit is [explain the reason for your visit, e.g., tourism, business, family visit, etc.]. During my stay, I plan to [provide details about your itinerary or activities planned].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of travel arrangements (flight itinerary)
5. Accommodation details
6. [Any other relevant documents]

I assure you that I will comply with all the regulations and requirements set forth by the Bangladesh government during my stay.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]