

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

[Recipient Name]  
[Recipient Designation]  
[Bhutan Immigration Office]  
[Address of Bhutan Immigration Office]  
[City, Postal Code]

Subject: Bhutan Visa Confirmation Letter

Dear [Recipient Name],

I am writing to confirm the details of my visa application for travel to Bhutan. Below are the pertinent details:

**\*\*Applicant Information:\*\***

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]

**\*\*Travel Details:\*\***

- Purpose of Visit: [e.g., Tourism, Business, etc.]
- Date of Arrival: [Arrival Date]
- Date of Departure: [Departure Date]
- Duration of Stay: [Number of Days]

I have attached all the necessary documents required for the visa application process. I kindly request your assistance in processing my visa at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]