

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

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

Subject: Application for Bhutan Visa

Dear [Recipient Name],

1. **\*\*Introduction\*\***

- Brief introduction about yourself
- Purpose of the letter

2. **\*\*Personal Information\*\***

- Full name
- Date of birth
- Nationality
- Passport number
- Travel dates

3. **\*\*Visa Type\*\***

- Specify the type of visa being applied for (e.g., tourist, business)

4. **\*\*Travel Itinerary\*\***

- Details of planned travel dates and locations in Bhutan
- Mention specific places you wish to visit

5. **\*\*Supporting Documents\*\***

- List of enclosed documents (e.g., passport copy, photos, itinerary, hotel bookings)

6. **\*\*Payment Information\*\***

- Detail any fees paid, if applicable

7. **\*\*Contact Information\*\***

- Offer to provide additional information or documentation if needed
- Provide preferred method of contact for follow-up

8. **\*\*Closing\*\***

- Thank the recipient for considering your application
- Express hope for a favorable response

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]