

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

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

Dear [Recipient Name],

Subject: Application for BK Visa

I am writing to formally apply for a BK visa to [insert purpose of visit, e.g., attend a conference, visit family, etc.]. I plan to travel to [destination] from [start date] to [end date].

In support of my application, I have enclosed the following documents:

1. Completed visa application form
2. Valid passport (copy)
3. Passport-sized photographs
4. [Any additional documents, e.g., invitation letter, travel itinerary, financial statements, etc.]

I respectfully request your assistance in processing my application. I am looking forward to the opportunity to [briefly mention purpose, e.g., expand my knowledge, reunite with family, etc.].

Thank you for considering my request. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,
[Your Name]