

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

Dear Sir/Madam,

Subject: Application for BK Visa

I am writing to apply for a BK visa to [mention purpose: travel, business, etc.] in [destination country] for [duration of stay]. I intend to visit from [start date] to [end date].

I am currently [your occupation] at [company/organization name], and my responsibilities include [brief description of your job]. I am eager to [mention what you plan to do during your visit, e.g., attend a conference, explore the culture, etc.].

Enclosed with this letter are the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my valid passport
4. Travel itinerary
5. Proof of accommodation
6. Bank statements
7. [Any other relevant documents]

I assure you that I will adhere to all regulations and return to [your home country] before the expiration of my visa.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]