

[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: Request for Visa Travel Authorization

I am writing to formally request a visa travel authorization to [Destination Country] for the purpose of [State Purpose: e.g., tourism, business, study, etc.]. My planned travel dates are from [Start Date] to [End Date].

I have attached the necessary documents, including my passport copy, travel itinerary, proof of accommodation, and financial statements, to support my application.

I kindly ask you to process my request at your earliest convenience. Please feel free to contact me should you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]