

[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: Application for Temporary Visa

I am writing to formally submit my application for a temporary visa to [Country Name]. I plan to travel from [Start Date] to [End Date] for [purpose of the visit, e.g., tourism, business, family visit].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Valid passport (copy included)
3. Recent passport-sized photographs
4. Proof of travel itinerary (flight and accommodation details)
5. Financial statements to demonstrate my ability to support myself during my stay
6. Any other relevant documents

I assure you that I will abide by the laws and regulations during my visit and will return to [Home Country] before the expiration of my visa. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]