

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

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

Subject: Travel Visa Application

Dear [Consulate/Embassy Officer's Name],

I am writing to formally apply for a travel visa to [Destination Country] for the purpose of [reason for travel, e.g., tourism, business, visiting family, etc.]. My planned travel dates are from [start date] to [end date].

I have attached all necessary documents required for the application, including:

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. Proof of travel itinerary
5. Financial statements/bank statements
6. [Any additional documents relevant to your application]

I assure you that I will abide by the laws and regulations of [Destination Country] during my stay and will return to my home country before the expiration of my visa.

Thank you for considering my application. Should you require any further information or documentation, please feel free to contact me.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]