

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

[Recipient's Name]
[Recipient's Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: Purpose of Visit Letter

Dear [Recipient's Name],

I am writing to provide a formal letter outlining the purpose of my visit to Denmark. I plan to travel from [start date] to [end date] for [specific reason, e.g., tourism, business meetings, family visit, etc.]. During my stay, I intend to [describe specific activities, places you will visit, and any meetings planned, if applicable]. I anticipate that this trip will greatly benefit me by [explain how the visit will impact you, e.g., personal enrichment, business opportunities, etc.].

Please find attached any relevant documents that support my purpose of visit, including [list any attachments, if relevant].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]