

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

The Consulate General of the United Arab Emirates

[Consulate Address]  
[City, State, Zip Code]

Subject: Application for Dubai Transit Visa

Dear Sir/Madam,

I am writing to apply for a transit visa for my upcoming layover in Dubai.

Details of my travel are as follows:

- Full Name: [Your Full Name]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Date of Birth: [Your Date of Birth]
- Flight Details:
  - Arrival in Dubai: [Date and Time]
  - Departure from Dubai: [Date and Time]
  - Flight Numbers: [Flight Number(s)]

I will be traveling from [Departure City/Country] to [Final Destination City/Country], and I have a layover of [Duration of Layover] in Dubai.

Attached to this letter are the following documents for your consideration:

1. Copy of my passport
2. Flight itinerary
3. Any other required documents

I kindly request your assistance in processing my transit visa application. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]