

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Embassy/Consulate General of the United Arab Emirates]
[Address of the Embassy/Consulate]
[City, State, Zip Code]

Subject: Dubai Visa Processing Application

Dear Sir/Madam,

I am writing to formally request the processing of my visa application for travel to Dubai, United Arab Emirates. I plan to visit from [start date] to [end date] for [purpose of visit, e.g., tourism, business, family visit].

Please find attached the necessary documents required for my application, including:

1. Completed visa application form
2. Valid passport (copy)
3. Passport-sized photographs
4. Proof of accommodation (hotel reservation or invitation letter)
5. Flight itinerary
6. Bank statement/proof of funds
7. [Any other relevant documents]

I understand the processing time may vary, and I appreciate your assistance in this matter. Should you require any further information or documentation, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]