

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

Dear Sir/Madam,

Subject: Application for EU Residence Visa

I am writing to formally apply for a residence visa for [specific EU country] as I intend to [briefly explain your reason, e.g., study, work, join family, etc.]. My intended date of entry is [insert date], and I plan to stay for [duration of stay].

As per the requirements, I have enclosed the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least [six months] validity)
4. Proof of accommodation
5. Financial statements
6. [Any additional documents required for your specific case]

I assure you that I meet all the necessary requirements for this visa and I am looking forward to your positive response. Please feel free to contact me if you need any further information.

Thank you for considering my application.

Sincerely,

[Your Name]