

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

Dear Sir/Madam,

Subject: Application for Short-Stay Visa (Type C)

I am writing to formally apply for a short-stay visa to [Country Name] for the purpose of [mention purpose: tourism, business, family visit, etc.]. I plan to visit from [start date] to [end date] and would like to stay for a total of [number of days].

I have attached the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least 3 months validity beyond my planned departure)
4. Travel insurance policy
5. Proof of accommodation bookings
6. Flight itinerary
7. Proof of sufficient financial means

Please let me know if any additional documents are required. I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]