

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]
Subject: Application for EU Visa

Dear Sir/Madam,

I am writing to formally apply for a [type of visa, e.g., Schengen Visa] to visit [specific country/countries] in the European Union for the purpose of [state purpose of travel, e.g., tourism, business, study, etc.] from [start date] to [end date].

I have attached the necessary documents for your review, including my completed application form, passport, photographic identification, travel itinerary, accommodation details, proof of financial means, and travel insurance.

I am [briefly explain your background, e.g., job position, relationship to the EU, etc.]. I respectfully request the issuance of the visa to facilitate my travel plans.

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

Sincerely,

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