

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

Dear Sir/Madam,

I am writing to apply for a Schengen Visa to visit [country/countries] from [start date] to [end date]. The purpose of my visit is [explain purpose: tourism, business, family visit, etc.].

I have attached the necessary documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Travel itinerary
5. Proof of accommodation
6. Travel insurance
7. Proof of financial means
8. [Any other documents relevant to your application]

I kindly request you to process my application at your earliest convenience. Thank you for considering my request.

Yours sincerely,

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