

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

Dear Sir/Madam,

I am writing to formally request a Schengen visa for my upcoming trip to [country/countries] from [start date] to [end date]. The purpose of my travel is [briefly explain purpose, e.g., tourism, business, family visit].

I have enclosed the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least two blank pages and valid for at least three months beyond my planned departure date)
4. Travel itinerary (including flight reservations)
5. Proof of accommodation (hotel bookings or invitation letter)
6. Travel insurance policy
7. Proof of financial means (bank statements, sponsorship letter, etc.)

I assure you that I will comply with all visa regulations and will return to my home country after the specified period. Thank you for considering my application. I look forward to your positive response.

Sincerely,

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