

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

Dear Sir/Madam,

I am writing to formally submit my application for a [Type of Visa, e.g., Schengen Visa] to visit [Country Name] from [Start Date] to [End Date]. The purpose of my trip is [explain purpose, e.g., tourism, business, family visit]. During my stay, I intend to [describe itinerary briefly]. I have attached the following documents to support my application:

1. Completed visa application form
2. Valid passport
3. [Any other required documents, e.g., passport-sized photographs, travel itinerary, proof of accommodation]
4. [Proof of financial means]
5. [Travel insurance information]

I assure you of my intention to return to [Your Home Country] before the expiry of my visa. I appreciate your consideration of my application and look forward to your favorable response.

Thank you for your attention.

Sincerely,  
[Your Name]