

[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 Tourist Visa

Dear Sir/Madam,  
I am writing to apply for a tourist visa to visit [Country/Schengen Area] from [Start Date] to [End Date]. I am planning to visit for tourism purposes to explore the beautiful sights and culture of [Country/City]. I am currently employed at [Your Company Name] as a [Your Job Title] and have been granted leave for the duration of my trip. I have attached my employment letter as proof of my job along with my income statements. During my stay, I will be residing at [Hotel/Accommodation Name and Address]. I have also included my travel itinerary, which outlines my planned activities and destinations during my visit. I assure you that I will return to my home country before the expiration of my visa.

Enclosed with this letter are copies of:

1. My completed visa application form
2. A valid passport
3. Recent photographs
4. Travel insurance confirmation
5. Proof of accommodation
6. Flight reservation
7. Financial statements

Please let me know if you require any additional information or documentation to process my application.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Signature]