

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear Visa Officer,

Subject: Application for [Type of Visa] Visa

I am writing to formally apply for a [Type of Visa] visa to [Country] for the purpose of [briefly explain purpose, e.g., tourism, business, study]. I plan to travel from [start date] to [end date], and I have enclosed the necessary documents to support my application.

My travel itinerary includes [brief details of travel plans, accommodation, etc.]. I have also attached proof of [financial means, ties to home country, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Passport Number]  
[Date of Birth]