

[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 [Your Purpose, e.g., Tourism, Study, etc.]

Dear Sir/Madam,

I am writing to apply for a visa to visit [Destination] for the purpose of [state your purpose, e.g., tourism, study, etc.]. I am planning to travel from [Start Date] to [End Date] and will be staying at [Hotel/Accommodation Name and Address].

To demonstrate my financial capability to support myself during this visit, I have attached the following documents:

1. ****Bank Statements**** - [Duration, e.g., Last 3 months] showing my available funds.
2. ****Employment Letter**** - A letter from my employer confirming my position and salary.
3. ****Tax Returns**** - Copies of my tax returns for the last [number of years] years.

4. ****Sponsorship Letter**** (if applicable) - A signed letter from my sponsor, [Sponsor's Name and Address], along with their proof of financial capability [e.g., bank statements, payslips].

I assure you that I have sufficient means to cover all expenses during my stay, and I will return to [Your Home Country] after my visit.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

Attachments:

1. Bank Statements
2. Employment Letter
3. Tax Returns
4. Sponsorship Letter (if applicable)