

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

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

Subject: Travel Purpose Declaration for Visa Application

Dear [Consular Officer's Name],

I am writing to declare the purpose of my travel to [Country Name] and to support my visa application.

The purpose of my travel is [state the purpose, e.g., tourism, business, family visit, study, etc.]. I plan to travel from [start date] to [end date] and will be staying at [hotel name/address or host's name/address]. During my stay, I intend to [briefly outline your itinerary or activities planned]. This trip is important to me because [explain briefly why the trip is significant].

I respectfully request your consideration of my application and assure you that I will comply with all visa regulations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]