

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

Dear Visa Officer,

Subject: Application for FK Visa

I am writing to formally apply for the FK visa to [destination country] for the purpose of [briefly state purpose, e.g., work, study, etc.].

I am a [your profession or status] currently residing in [your home country]. I have been offered a [job position/admission to a program] at [company/university name], which aligns with my career goals and academic aspirations.

Enclosed with this letter, please find the necessary documents to support my application, including:

1. Completed visa application form
2. Valid passport
3. Job offer letter/admission letter
4. Financial statements
5. Any additional supporting documents

I appreciate your consideration of my application and look forward to a favorable response. Please feel free to contact me if you require any further information.

Thank you for your time and assistance.

Sincerely,  
[Your Name]