

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Relevant Department/Office]
[Visa Office/Embassy/Consulate Name]
[Address]
[City, State, Zip Code]

Subject: Application for GBA Visa

Dear [Recipient's Name],

I am writing to formally apply for a GBA visa. Please find enclosed my application form along with the required supporting documents.

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]

Purpose of Travel:

I intend to [briefly explain the reason for your visit, e.g., work, study, family reunion].

Supporting Documents:

1. Completed Application Form
2. Photocopy of Passport
3. [Other documents, e.g., financial statements, invitation letters]

I appreciate your attention to my application and look forward to your positive response. Please feel free to contact me if you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]