

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

Ghana Embassy
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to apply for a visa to visit Ghana. I plan to travel from [start date] to [end date] for [purpose of visit, e.g., tourism, business, family visit].

During my stay, I intend to [briefly outline your itinerary or purpose, e.g., exploring cultural sites, attending business meetings, visiting family]. I have made arrangements for my accommodation at [name of hotel or address of host] and can provide further details if required.

Attached to this letter are my completed visa application form, passport-sized photographs, [list any additional documents like flight itinerary, hotel reservations, financial statements, or invitation letters].

I appreciate your consideration of my application and look forward to a favorable response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]