

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

Dear Sir/Madam,

Subject: Application for Transit Visa to Ghana

I am writing to formally apply for a transit visa for my upcoming journey through Ghana. My flight itinerary includes a layover at Kotoka International Airport, Accra, on [insert date] as I travel from [Your Departure City] to [Your Final Destination].

I will be in transit for [insert duration of layover, e.g., 12 hours] and do not intend to leave the airport during this period. I have attached my confirmed flight itinerary, along with other required documents as per your guidelines.

Please find enclosed:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Flight itinerary
5. [Any other required documents]

I kindly request the processing of my visa at your earliest convenience. Thank you for your attention to this matter. I look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Phone Number]