

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

[Consulate General of Ghana]  
[Consulate Address]  
[City, State, Zip Code]

Dear Consul General,

I am writing to formally request a visa to visit Ghana from [start date] to [end date] for the purpose of [reason for visit, e.g., tourism, business, family visit, etc.].

As part of my visit, I plan to [briefly outline your itinerary or activities in Ghana]. I have made arrangements for accommodation at [name of hotel or residence] and will be able to support myself financially during my stay.

Enclosed with this letter, you will find copies of my completed visa application, passport, travel itinerary, proof of accommodation, and any additional required documents as per the consulate's guidelines.

I kindly request the consulate to consider my application favorably and grant me the visa so that I can fulfill my travel plans.

Thank you for your attention to my request. I look forward to your positive response.

Sincerely,  
[Your Name]