

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

Subject: Application for Internship Visa

Dear [Consulate/Embassy Officer's Name],

I am writing to formally submit my application for an internship visa to participate in an internship program at [Company/Organization Name] located in [City, Country].

I am currently [Your Education Status] at [Your Institution/University Name], majoring in [Your Major/Field of Study]. The internship is scheduled to take place from [Start Date] to [End Date] and is an essential part of my academic and professional development.

During this internship, I will be [Briefly Describe the Internship Responsibilities/Tasks]. This opportunity will not only enhance my skills but also contribute to my future career aspirations in [Your Career Field].

Attached to this letter, please find the following documents to support my application:

1. Completed visa application form
2. Copy of my passport
3. Acceptance letter from [Company/Organization Name]
4. Proof of financial support
5. [Any Other Required Documents]

I kindly request you to consider my application favorably and grant me the necessary visa to facilitate my internship.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]