

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

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

Subject: Application for Long-Term Stay Visa

Dear Sir/Madam,

I am writing to formally apply for a long-term stay visa to [Country Name] for the purpose of [specific reason for staying, e.g., work, study, residency, etc.]. I have attached all relevant documents to support my application.

I plan to stay in [Country Name] from [start date] to [end date]. During this period, I will be [explain your planned activities, such as working, attending school, etc.].

Enclosed are the documents required for my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Financial statements
6. [Any other relevant documents]

I appreciate your consideration of my application. Should you require any further information or documentation, please do not hesitate to contact me.

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]