

[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 Short-Term Visa (GX Visa)

Dear [Consular Officer's Name or "Sir/Madam"],
I am writing to formally apply for a GX visa for short-term stays in [Country Name]. My planned travel dates are from [Start Date] to [End Date], during which I intend to [briefly explain the purpose, e.g., tourism, business meetings, attending a conference].

Details of my planned itinerary are as follows:

- Arrival in [City/Country] on [Date]
- Accommodation: [Hotel Name, Address, and Contact Number]
- Return to [Home Country] on [Date]

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary
5. Proof of accommodation
6. Financial statements/bank statements
7. [Any other relevant documents]

I assure you that I will abide by all the laws and regulations during my stay and will return to [Home Country] before the expiration of my visa. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]