

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

[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for GX Visa

I am writing to formally request the issuance of a GX Visa for [reason for the visa application; e.g., business travel, conference attendance, family visit, etc.].

I have attached the necessary documents, including:

- Completed visa application form
- Passport photocopy
- Recent passport-sized photographs
- Proof of accommodation
- Travel itinerary
- [Any other relevant documents]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]