

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

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

Dear [Title] [Last Name or "Sir/Madam"],  
Subject: Visa Request for [Type of Visa]

I am writing to formally request a visa to [country] for the purpose of  
[state the purpose, e.g., tourism, business, study, etc.]. I plan to  
visit from [start date] to [end date] and will be staying at  
[accommodation details].

Enclosed, please find the necessary documents to support my application,  
including:

- Completed visa application form
- Valid passport
- Recent photographs
- [Any additional documents, e.g., invitation letter, proof of financial means, travel itinerary, etc.]

I appreciate your consideration of my visa request and look forward to  
your prompt response. Should you need any further information, please do  
not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]