

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

Consulate General of Italy

[Consulate Address]  
[City, State, ZIP Code]

Subject: Application for Italian Visa

Dear Sir/Madam,

I am writing to apply for a [type of visa] visa to Italy. My travel dates are from [start date] to [end date], during which I plan to [briefly explain purpose of visit, e.g., tourism, business, study].

I have included the following documents as part of my application:

- Completed visa application form
- Valid passport
- Recent passport-sized photographs
- Travel itinerary, including hotel bookings
- Proof of financial means (bank statements, sponsor letter, etc.)
- [Any additional documents required for your specific visa type]

I appreciate your consideration of my application and hope to receive a positive response. Please do not hesitate to contact me if you need any further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]