

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

[Consulate General of Italy]
[Consulate Address]
[City, State, Zip Code]

Subject: Visa Application for [Type of Visa]

Dear Sir/Madam,

I am writing to submit my application for a [Type of Visa] for Italy. I am planning to travel to Italy from [Start Date] to [End Date] for [Purpose of Visit].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Valid passport with at least 6 months validity
3. Recent passport-sized photographs
4. Proof of travel itinerary (flight bookings)
5. Proof of accommodation (hotel reservations)
6. Travel insurance policy
7. Financial proof (bank statements or sponsorship letter)

I kindly request you to process my application at your earliest convenience. Please let me know if you require any further information or clarification.

Thank you for your attention to my application.

Sincerely,
[Your Name]