

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

Visa Processing Department
KLM Royal Dutch Airlines
[Address of KLM Office/Embassy/Consulate]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application for [Your Destination]

I hope this letter finds you well. I am writing to formally submit my visa application for [specific visa type] to travel to [Destination Country] for [purpose of travel, e.g., tourism, business, study] from [start date] to [end date].

Attached to this letter, you will find the necessary documents supporting my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least six months validity beyond travel dates)
4. Travel itinerary (including round-trip flight booking)
5. Proof of accommodation (hotel reservation or invitation letter)
6. Financial statements (bank statements or proof of sufficient funds)
7. Travel insurance details
8. [Any other relevant documents]

Please let me know if there are any additional documents or information required for processing my application.

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]