

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

KLM Royal Dutch Airlines

[Office Address]
[City, State, Zip Code]

Subject: Official Visa Letter Request

Dear [Recipient's Name],

I am writing to formally request a visa letter to support my application for a visa to [Destination Country]. I am scheduled to travel with KLM Royal Dutch Airlines on [Travel Dates], with my itinerary as follows:

- Departure: [Departure City, Flight Number, Departure Date & Time]
- Arrival: [Arrival City, Flight Number, Arrival Date & Time]
- Return: [Return City, Flight Number, Return Date & Time]

As part of my visa application process, I require a letter from KLM confirming my flight details and intent to travel. Please include the following information in the letter:

1. Confirmation of my flight booking
2. Travel dates and destination
3. Any additional information that may be required for my visa application

I would appreciate your prompt attention to this matter and look forward to receiving the letter at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]