

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

Visa Application Center  
KLM Royal Dutch Airlines

[Address of Visa Application Center]  
[City, State, Zip Code]

Subject: Request for Visa Application

Dear Sir/Madam,

I am writing to formally request a visa to travel to [Destination Country] for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date].

I am a [Your Profession] residing in [Your Country], and I wish to travel with KLM Royal Dutch Airlines on flights [Flight Number] departing on [Departure Date].

Enclosed with this letter, you will find the requisite documents to support my visa application, including:

1. A completed visa application form
2. A valid passport (copy included)
3. Flight itinerary
4. Proof of accommodation
5. Financial statements
6. Any additional documents as required

I kindly request your assistance in processing my visa application at your earliest convenience. If you require any further information or documentation, please feel free to contact me at the number or email listed above.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]