

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

Visa Officer

KLM Royal Dutch Airlines

[Office Address]

[City, State, Zip Code]

Subject: Request for Visa Endorsement

Dear Visa Officer,

I am writing to request a visa endorsement for my upcoming travel with KLM Royal Dutch Airlines. Below are the details of my travel itinerary:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Flight Details: [Flight Number, Date, and Destination]
- Purpose of Travel: [Brief Description]

I have attached all necessary documents required for the endorsement, including a copy of my passport and travel itinerary.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]