

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

Visa Application Center

KLM Royal Dutch Airlines

[Address of the Visa Application Center]

Subject: Visa Application for [Your Full Name]

Dear Sir/Madam,

I am writing to submit my visa application for travel with KLM Royal Dutch Airlines. I plan to travel to [Destination] on [Travel Dates] for [Purpose of Travel]. Please find the required documents attached to support my application.

1. Completed visa application form
2. Passport (valid for at least six months beyond my return date)
3. Recent passport-sized photographs
4. Flight itinerary with KLM
5. Proof of accommodation
6. Travel insurance
7. [Any other supporting documents]

I kindly request your assistance in processing my visa application.

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Nationality]

[Your Passport Number]