

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of the Republic of Korea]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to express my intention to apply for a visa to visit South Korea. My name is [Your Full Name], and I am a [Your Occupation] residing in [Your Country].

I plan to visit South Korea from [Start Date] to [End Date] for the purpose of [briefly explain the purpose of your visit, e.g., tourism, business meetings, family visit, etc.]. During my stay, I intend to visit [list significant places or events you plan to attend].

I have arranged accommodations at [Hotel Name or address of where you will stay], and I have sufficient funds to support myself during my trip. I have attached the necessary documents to support my visa application, including my itinerary and financial statements.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]