

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

Dear Visa Officer,

I am writing to apply for a [type of visa] visa to visit South Korea for [purpose of visit, e.g., tourism, business, study] from [start date] to [end date]. I plan to visit [specific places you intend to visit] and engage in [activities you will be participating in].

I am currently [your occupation or educational status] at [your institution or company], and I have attached all the necessary documents to support my application, including:

1. Completed visa application form.
2. A valid passport (copy included).
3. Recent passport-sized photographs.
4. Proof of financial means (bank statements).
5. Travel itinerary including flight bookings and accommodations.
6. [Any additional documents relevant to your situation, e.g., invitation letters, proof of ties to home country].

I assure you that I will honor the conditions of my visa and return to [your home country] upon the completion of my visit. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]