

[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,

Subject: Visa Application for [Type of Visa, e.g., Tourist Visa]

I am writing to apply for a [Type of Visa] to visit South Korea from [Start Date] to [End Date]. The purpose of my visit is to [state the reason, e.g., tourism, business, family visit].

I have attached the required documents, which include:

1. Completed visa application form
2. Passport-sized photographs
3. My valid passport
4. [List any other documents, e.g., itinerary, proof of accommodation, financial statement]

I kindly request your assistance in processing my visa application, as I am looking forward to experiencing Korean culture and visiting its beautiful landmarks. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Signature] (if sending a hard copy)
[Optional: Your Title/Occupation]