

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

Dear Sir/Madam,

I am writing to formally apply for a visa to visit South Korea for [purpose of visit, e.g., tourism, business, study] from [start date] to [end date].

I am [brief introduction about yourself, including your occupation, nationality, and reason for visiting South Korea].

To support my visa application, I have enclosed the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation arrangements
5. Flight itinerary
6. Financial statements/bank statements
7. [Any other relevant documents]

I kindly request that you process my application at your earliest convenience. I am looking forward to the opportunity to experience the rich culture and heritage of South Korea.

Thank you for your assistance in this matter.

Sincerely,

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