

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

Dear Visa Officer,

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

I am excited about the opportunity to experience the rich culture and beautiful landscapes that Korea has to offer.

During my stay, I plan to [briefly outline your itinerary or purpose of visit]. My trip will include [specific places you plan to visit, events you plan to attend, etc.], and I have made all necessary arrangements, including [accommodation, transportation, etc.].

I am a [your occupation or status, e.g., student, professional] currently residing in [your country]. I assure you that I will adhere to all the laws and regulations of Korea during my stay. I have attached all required documents, including [list of documents, e.g., passport, application form, financial statements, etc.], to support my application. I kindly request your consideration for my visa application. Thank you for your attention, and I hope to hear from you soon.

Sincerely,  
[Your Name]