

[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. I am planning to travel from [start date] to [end date] for [purpose of visit, e.g., tourism, business, study].

During my stay, I intend to visit [list major places you plan to visit] and immerse myself in the local culture. I have attached my travel itinerary along with this letter, including proof of accommodation and return flight bookings.

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

I have included all necessary documentation required for the visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Proof of financial means
4. Travel insurance
5. Hotel reservation confirmation
6. [Any other relevant document]

I appreciate your consideration of my application and look forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for your time and assistance.

Sincerely,

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