

[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 Visa Officer,

I am writing to support my application for a [type of visa] to visit Korea from [start date] to [end date] for the purpose of [state your purpose, e.g., tourism, business, visiting family, etc.].

I am currently employed at [Your Employer/University] as a [Your Position/Field of Study], and I plan to [briefly explain your itinerary and activities].

I have attached the necessary documents, including:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Proof of financial means
- Travel itinerary
- Accommodation details
- [Any other documents you are including]

I assure you that I will comply with all regulations during my stay in Korea and return to [Your Home Country] before my visa expires.

Thank you for considering my application. I look forward to the opportunity to visit Korea and understand its rich culture.

Sincerely,

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