

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Application for [Type of Visa]

Dear [Consul/Embassy Officer's Name],

I am writing to formally apply for a [Type of Visa] to visit South Korea. My name is [Your Full Name], and I hold a passport from [Your Country], with passport number [Your Passport Number].

I plan to visit South Korea from [Start Date] to [End Date] for the purpose of [Briefly explain purpose, e.g., tourism, business, study, etc.]. During my stay, I intend to [Describe your planned activities, locations you'll visit, etc.].

To support my application, I have included the following documents:

1. Completed visa application form
2. Photocopy of my passport
3. Passport-sized photos
4. Proof of accommodation reservations
5. Travel itinerary
6. Financial statements or proof of funds
7. [Any other required documents]

I assure you that I will comply with the laws and regulations of South Korea during my visit and return to [Your Country] upon completion of my trip.

Thank you for considering my application. I hope for a positive response at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]