

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

Dear [Consulate/Embassy Official's Name or "Visa Officer"],
I am writing to formally apply for a visa to visit South Korea. My
planned travel dates are from [start date] to [end date], during which I
intend to [briefly state purpose of visit, e.g., tourism, business,
study, etc.].

As part of my application, I have included the following documents:

1. Completed visa application form
2. Valid passport (with at least six months validity)
3. Passport-sized photographs
4. Travel itinerary (including flight booking and accommodation details)
5. Proof of financial means (e.g., bank statements)
6. Letter of invitation (if applicable)

I assure you that I will comply with all the regulations and guidelines
set forth by the government of South Korea during my stay. I am hopeful
for a favorable response to my application.

Thank you for considering my request. Please feel free to contact me
should you require any further information.

Sincerely,
[Your Name]