

[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]

Subject: Visa Application Request

Dear Sir/Madam,

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

I am a [your nationality] citizen and currently reside in [your country]. I have attached the necessary documents, including my passport, completed visa application form, photographs, and any relevant supporting documents.

During my stay, I plan to [briefly outline your itinerary or purpose in South Korea]. I assure you that I will adhere to all rules and regulations during my visit and will return to [your home country] before the visa expiry.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]