

[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,

Subject: Visa Endorsement Request for LX Visa

I am writing to formally request the endorsement of my LX visa application. I have attached all pertinent documentation required for the processing of my application.

[Briefly explain the purpose of your visit, including dates and locations.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]