

[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 Multiple Entry Visa

Dear [Consul/Embassy Official's Name],

I am writing to formally request a multiple entry visa for [Country] for the purpose of [state your reason e.g., tourism, business, family visits, etc.]. I am planning to visit [Country] on several occasions from [start date] to [end date] and believe a multiple entry visa will be the most suitable option for my needs.

I am [your brief introduction, e.g., a [your profession] from [your home country] and have a strong interest in [reason for visits, e.g., exploring cultural heritage, attending business meetings, visiting family, etc.].

During my planned trips, I intend to [provide details of your itinerary, including cities to be visited, duration of stay, and activities planned].

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

1. Completed visa application form
2. Passport-sized photographs
3. Proof of travel itinerary (flight reservations)
4. Accommodation bookings
5. Financial statements showing sufficient funds for my travels
6. Employment verification letter
7. [Any additional documents relevant to your application]

I assure you that I will comply with all regulations and respect the laws of [Country] during my visits. I am fully committed to returning to my home country after each visit.

Thank you for considering my application. I look forward to the opportunity to explore and experience [Country]. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]