

[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: Application for Multiple Entry Visa

I am writing to formally request a multiple entry visa to [Country Name]. I plan to travel for [reason for travel, e.g., business, tourism, family visits] and believe that a multiple entry visa would best serve my needs. I foresee the need to enter [Country Name] on several occasions over the next [duration, e.g., months, years]. My planned itinerary includes [briefly outline your travel plans, specifying dates and reasons for multiple entries].

Enclosed are the required documents, including:

1. Completed visa application form
2. Valid passport photo
3. Copy of my passport
4. Proof of accommodation
5. Travel itinerary
6. Financial statements
7. [Any other relevant documents]

I appreciate your consideration of my application and look forward to your positive response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]