

[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: Request for Multiple Entry Visa

I am writing to formally request a multiple entry visa to [Country Name] for the purpose of [briefly state the reason, e.g., business, tourism, family visits].

My personal details are as follows:

- Full name: [Your Full Name]
- Date of birth: [Your Date of Birth]
- Passport number: [Your Passport Number]
- Nationality: [Your Nationality]

I intend to travel to [Country Name] on [proposed travel dates] and anticipate making several trips within that timeframe. The reasons for my multiple entries include [briefly outline your reasons, e.g., attending meetings, visiting family, etc.].

I have attached the following documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of travel itinerary
5. [Any additional documents relevant to your situation]

I kindly request your assistance in processing my application for a multiple entry visa. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]