

[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/Consular Officer's Name],

I am writing to formally request a multiple entry visa to [Country Name].

I am planning to visit [Country Name] for [briefly explain the purpose, e.g., business, tourism, family visit] from [start date] to [end date].

[Provide additional details about your travel plans, including any relevant itinerary or reasons for requiring multiple entries.]

Please find enclosed the necessary documentation to support my application, which includes:

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. Proof of travel itinerary
5. Financial statements or proof of funds
6. [Any other relevant documents]

I appreciate your consideration of my application and look forward to your prompt response. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]