

[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 Sir/Madam,

I am writing to request the issuance of a multiple entry visa for [Country Name]. My purpose for requesting this visa is [briefly explain purpose, e.g., business, tourism, family visits, etc.].

I plan to travel to [Country Name] on multiple occasions for [explain the reason for multiple trips, e.g., attending meetings, visiting family, exploring tourist attractions, etc.]. The details of my travel itinerary are as follows:

1. Trip 1: [dates, purpose]
2. Trip 2: [dates, purpose]
3. Trip 3: [dates, purpose]

I have attached the necessary documents including my passport, completed application form, photographs, and relevant financial documents to support my application.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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