

[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 for [country name]. I plan to travel frequently to [country name] for [state your purpose, e.g., business, family visits, tourism], and a multiple entry visa would greatly facilitate my travel plans.

I intend to visit [country name] on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

I have enclosed the required documents for your review, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of travel itinerary
5. Financial statements/Proof of funds
6. [Any other supporting documents]

I appreciate your consideration of my application and hope for a favorable response. Should you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]