

[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 request a multiple entry visa to [Country] for the purpose of [briefly explain purpose e.g., business, tourism, visiting family, etc.]. I plan to travel from [start date] to [end date] and would appreciate your consideration of my application.

I have attached the necessary documents to support my application, including:

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

I have traveled to [Country/Region you have visited in the past] previously, and I adhere to all regulations and laws. I am committed to returning to my home country after my visits and have provided evidence of my ties, including [mention any ties, such as employment, family, etc.].

I appreciate your time and consideration regarding my application. Please do not hesitate to contact me at the above phone number or email address if you need any more information.

Thank you for your attention to my request.

Sincerely,  
[Your Name]