

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Multiple Entry Visa

I am writing to formally request the issuance of a multiple entry visa for [specify purpose, e.g., business, tourism, family visits, etc.]. I intend to visit [Country Name] for [duration and specific dates if applicable], and I anticipate needing to travel multiple times during this period.

[Briefly explain your reason for requesting a multiple entry visa, including any relevant details such as past travel history, ties to your home country, and plans for your visits.]

I have enclosed the necessary documentation to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any other relevant documents, e.g., travel itinerary, invitation letter, evidence of accommodation, etc.]

I appreciate your prompt attention to my request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

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