

[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,

I am writing to apply for a multiple entry visa for [Country Name]. I plan to visit [Country Name] for [specific reason, e.g., business, tourism, family visit] from [start date] to [end date] and hope to have the opportunity to return multiple times during the validity of the visa. I have attached the necessary documents, including my itinerary, proof of accommodation, financial statements, and any other supporting materials required for the application. I am particularly interested in obtaining a multiple entry visa as it will allow me to [explain your need for multiple entries, e.g., attend business meetings, visit relatives, explore the country more thoroughly].

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

Sincerely,
[Your Name]