

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Consul/Embassy Official's Name],

Subject: Application for Multiple Entry Visa

I am writing to formally request a multiple entry visa to [Country Name]. My name is [Your Name], and I am a [Your Occupation/Position] at [Your Company/Organization]. I plan to visit [Country Name] for [briefly mention the purpose, e.g., business meetings, conferences, tourism, etc.], and require the flexibility to travel multiple times during [specify the timeframe, e.g., upcoming year].

I intend to visit [mention specific cities or regions] and engage in [explain activities such as meetings, cultural experiences, etc.], which are vital for [mention relevance, e.g., professional development, project collaboration, etc.].

To support my application, I have enclosed the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of employment
5. Itinerary of my planned visits
6. Financial statements
7. Any additional documents supporting my application

I assure you that I will comply with all the immigration laws and regulations during my visits. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]