

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

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

Subject: Request for Multiple Entry Visa

Dear [Consular Officer's Title and Last Name],  
I hope this letter finds you well. I am writing to formally request a multiple entry visa to [Destination Country].

I am [brief introduction about yourself - nationality, occupation, etc.].  
My purpose for requesting a multiple entry visa is [explain reason: business, family visits, tourism, etc.].

During the past [specific duration], I have traveled to [mention relevant countries/instances where a visa was obtained], and I intend to make several trips to [Destination Country] in the upcoming months. These visits are crucial for [provide details supporting your request].

I have attached all necessary documents, including [list relevant documents, e.g., passport copy, itinerary, supporting letters, financial statements, etc.].

I kindly request your assistance in granting me a multiple entry visa, enabling me to [explain the benefit/value of having a multiple entry visa].

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

Yours sincerely,

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