

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

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

Dear Consulate/Embassy Officer,

I am writing to formally apply for an MX visa to [reason for travel: e.g., attend a family reunion, participate in a business conference, study, etc.]. I plan to travel to [destination in Mexico] from [start date] to [end date].

My reasons for visiting Mexico are [briefly explain your reasons and any connections to Mexico or relevant background]. I understand the importance of adhering to local laws and regulations, and I assure you that I will comply with all visa requirements during my stay.

Enclosed, please find the required documentation including [list documentation: passport, application form, photographs, proof of accommodation, etc.]. I hope this information will support my application.

Thank you for considering my request. I am looking forward to the opportunity to experience everything Mexico has to offer.

Sincerely,
[Your Name]